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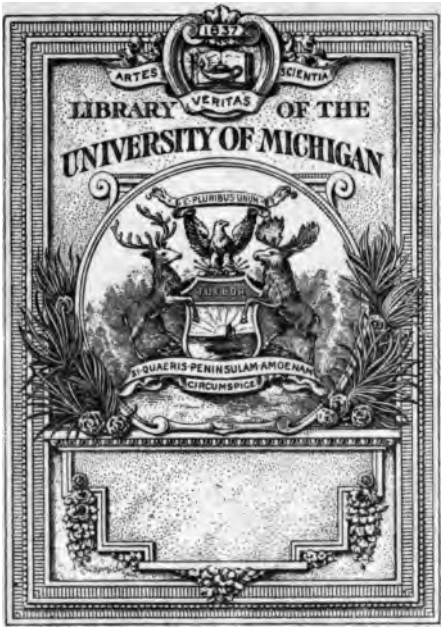
IRVING'S
DICTIONARY OF TITLES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IRVINE'S
DICTIONARY OF TITLES

An Exhaustive Work on the Correct Use of
Titles and Salutations in Writing
and Speaking.

UPON ORIGINAL PLANS

Containing Authentic Information on the Etiquette of Correspondence,
Official Forms of Address, Superscriptions, Closing Forms of
Letters, Including Federal, State, Ecclesiastical,
Military and Naval Customs.

METHODICALLY ARRANGED AND ELABORATELY
CROSS-INDEXED

By LEIGH H. IRVINE

Assisted by a Corps of Eminent Writers, Editors, Specialists, Prelates, and
Heads of University Departments.

Being in Part a Codification of One Section of the Author's
Cyclopedia of Diction, an Exhaustive Work on
the Correct Use of the English
Language.

CROWN PUBLISHING COMPANY
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1912

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WHY THIS BOOK?

IF THE reader asks, Why this book? the answer is, Because it covers a useful field that has been until now almost wholly neglected. Remarkable as the statement may seem, there is not extant an exhaustive and authentic treatise on the etiquette of correspondence, salutations, and forms of address.

Many little manuals that pretend to give information on the subject are misleading, incomplete, and worthless. A few works of real value are cited in these pages, and many authorities are given due credit.

Long observation impels the author of this work to believe that not one person in thousands knows how to address and conclude a letter to a governor, a Federal bureau chief, to the President of the United States, to the prelates of sundry churches, or to the wife of an officer of the Navy. In scores of similar instances the lack of information is equally complete, and there is an embarrassing dearth of knowledge concerning the many forms demanded in everyday commercial, official, and social correspondence. This is an age when even the humblest citizen may have occasion to appeal to men and women in all ranks of life.

That so important a field has been overlooked by authors and publishers in an era of prodigious correspondence, when thousands of mail cars are laden with all sorts of letters, is a mystery; yet such information as this book contains should be within the reach of every person who ever writes a letter. In these matters memory can not be trusted, for many forms are exceedingly technical.

251826

The contents of this volume are codified from the author's *Cyclopedia of Diction,* a massive work on which many editors have been engaged for more than a decade. Not until they reached the department of Addresses and Salutations was it realized how scant is trustworthy information on this practical and highly important subject.

By correspondence with ambassadors, archbishops, Federal bureau chiefs, the librarian of Congress, and almost every department at the National Capitol Building, and by consulting a few rare official records, much definite and valuable information has been obtained.

Every business man, school child, club woman, and educated person in the land should be familiar with the recognized customs of correspondence.

Suggestions and criticisms are invited. In spite of great pains, minor errors will doubtless be discovered by the acute.

LEIGH H. IRVINE.

San Francisco, March, 1912.

AUTHORITIES QUOTED.

Hundreds of books have been examined, and correspondence has been carried on with scores of persons in official, scholastic, and social positions in order to obtain the forms submitted in this *Dictionary of Titles.* It is useless to name all the authorities consulted, but it may be said in a general way that every work of importance has been at hand. A critic of many years' experience was engaged to visit the Library of Congress and the principal Federal departments in search of information, and to verify forms that had been suggested. The following works, among others, were referred to by the editor:

DeB. Randolph Keim's *Handbook of Official and Social Etiquette and Public Ceremonies at Washington.*

How to Write Letters, by J. Willis Westlake, professor of English, Millersville, Pennsylvania.

Commercial Correspondence, by Carl Lewis Altmaier, of the Drexel Institute, Philadelphia.

Rhetoric in Practice, by Newcomer and Seward, of Stanford University.

Belding's *Commercial Correspondence.*

The many decisions of F. Horace Teall, published in *The Inland Printer.*

Elements of Rhetoric, by G. R. Carpenter, of Columbia University.

Pliny's Letters.

The Etiquette of Correspondence, by Helen E. Gavit.

The Paston Letters.

Knight's Half Hours With Best Letter Writers.

Dante's Eleven Letters.

Macaulay's Life and Letters, by Trevelyan.

Henderson's *Ethics and Etiquette of the Pulpit.*

Thomas's *Official and Social Etiquette of Washington.*

The Yea and Nay of Correspondence Etiquette, by White and Wyckoff.

Besides these, a number of books referred to throughout this section were examined, and many reports (issued by states and by the Federal Government) were reviewed. Acknowledgment is made to editors and others who gave aid in Roman Catholic forms and other departments of the work.

PART I.

GENERAL PRINCIPLES.

ASK the first educated person you meet, "How should I address a letter to the President of the United States?" and he will probably admit that he does not know, although he will suggest either *Honorable* or *Excellency* as part of the address. As to the proper close of the letter, he will usually have the vaguest imaginable idea. When told that all his surmises are wrong, he will be interested.

If you pursue your inquiries, you will probably discover that he knows just as little about addressing his Congressman, a governor, a mayor, an archbishop, a firm of women, or the heads of sundry departments in the Roman Catholic orders, be they male or female directors. The use of *Mr., Esq., Sir, Madam,* and hundreds of kindred appellations will be almost as puzzling to a large number of those interviewed on the subject.

Yet the etiquette of correspondence, especially the prime rules applicable to the head of the Nation, and to men of rank, should be known to every schoolgirl, to say nothing of the schoolboys whose future activities may bring them into close relations with political movements.

"Sweet and courteous manners," which the Southern aristocracy were wont to call *deportment,* demand a knowledge of proper forms. That less than ten persons in a thousand know the cardinal principles of correspondence is less remarkable than the fact that there seems to be no book, school, or person where the forms may be consulted. The word *consulted* is used advisedly, because

the forms are so technical and numerous that nobody should try to remember them. It would be like trying to commit a city directory to memory. There are a number of good little books that treat of some of the forms in current use. Westlake's *How to Write Letters* and Altmaier's *Commercial Correspondence* are the most satisfactory obtainable, though Keim's greater volume, now out of print, is more complete in official forms. Most of the works essaying these subjects are incomplete, and many of the forms are misleading. Few cite any authority for their rulings, and dissenting opinions seem to be ignored.

1. **NOT A "LETTER-WRITER" BOOK.** This work makes no attempt to give set forms, a field which belongs to the many humorous young-man's own-letter-writer and young-lady's-correspondence-companion type of works. To learn how to write delightful letters is to master an important branch of learning, in a field almost wholly neglected in these days of haste and bustle.

The delightful Joseph Addison complained that little attention was devoted to the art of letter-writing, which he considered more important than the study of Greek and Latin. He realized that many who pretended to go into raptures over the phrases of Demosthenes and Cicero lacked the ability to express themselves on the most ordinary occasions. President Hadley, of Yale, speaking two centuries later, regretted the inability of college graduates to write business letters—and Professor Adams Sherman Hill, of the same University, writes that the ordinary college graduate's ignorance of English would disgrace a boy twelve years of age.

Questions of this character are beyond the province of

this work, which limits itself almost wholly to titles and salutations. The author has essayed the larger questions in his voluminous *Cyclopedia of Diction,* a work almost a hundred times the length of this little volume.

2. **IMPORTANCE OF LETTERS.** So important is the art of letter-writing that it is not an exaggeration to say that half of the business of every civilized country is transacted through the mails. When it comes to social life, almost every movement of the times increases letter-writing. As education advances, correspondence grows. The invention of the typewriter has given a new vocation to women, and called many men to positions in charge of correspondence.

3. **PROMPTNESS ESSENTIAL.** Large business firms are systematic and courteous, as well as prompt with their correspondence. It is regrettable, however, that many persons, club secretaries, and even friends, neglect to answer civil letters of friendly inquiry, business, and social obligation. Failure to make some sort of courteous response within a reasonable time, if the letter in question is from a person who has a right, from his position or from the courtesy of his communication, to a reply, is a mark of rudeness. This is more particularly true if a stamp has been inclosed for reply. Failure to respond to an ordinary inquiry from a friend is as rude as failure to acknowledge a greeting from a friend whom we meet in the street. See paragraphs 6, 7, and 8.

4. **FASHION RULES.** As in clothes, furniture, social customs of salutation, etc., fashion rules in determining titles, salutations, and the concluding forms of letters. Whether we like this or that style or not, we are more or less under obligation to respect prevailing usage.

Otherwise we are open to the imputation of ignorance or positive rudeness. There was a strenuous attempt to abolish all titles during the French Revolution, but it failed. Throughout all stages of human life, from the South Sea Islander to the most polished man of Paris or Berlin, New York or Boston, there is a desire for titles of courtesy and distinction. Though forms are steadily becoming simpler, they have not yet been abolished, therefore we should know what they are, then use them as prescribed.

5. **PLAN OF THIS WORK.** As this book is to be referred to, rather than read through consecutively, no attempt has been made to discuss the subjects in strictly logical order. On this account the reader should make free use of the index, which has been prepared with unusual care for his convenience. It is a labor-saving feature of the work, as the reader may soon prove to his own satisfaction. By indexing many of the titles under several headings, it is hoped that such words as occur to the searcher for information will be found without much delay. While following the DeVinne system of "capitalizing" words, to a large extent, there is an absence of studied consistency, for when quotations are made, the method of using capital initials is often a part of the quotation. The *Oxford Dictionary* and some other great works exhibit many styles in the use of capital letters, not caring particularly for rigid uniformity.

6. **COURTESY, THE PRIME RULE.** Although courtesy is the prime rule in all business intercourse, it is a shameful fact that many persons neglect to answer letters of business and friendship, making the excuse, frequently, of rush of business or "forgetfulness," the

inevitable refuge of the uncivil. A respectful letter always deserves some sort of an answer. If a man holding a political or quasi-public position has not time to respond to a letter, he should be supplanted by a different caliber of man. "Too busy," as an excuse, is often an evidence of lack of system, lack of courtesy, or lack of organization. If a man in a public position, in particular, can not take care of correspondence, he should hire more help.

7. **COLDNESS UNNECESSARY.** There is no wisdom in the curtness, amounting almost to frigidity, that is often noticed in correspondence between business men, as well as between those who ought to be more friendly than mere business correspondents. Ralph Bartlett says: "It is an inevitable sign of 'the big head' when a man, suddenly brought into the limelight by reason of 'pull' or prosperity, assumes an aloofness, possibly because his chance friendship for somebody in power, rather than his shining abilities, got him a public position —a post often beyond his abilities and social or business standing. A patronizing letter, like a long delay, as if affairs of vast importance precluded intercourse with the rank and file of humanity, is a sure sign of a prig."

"Men and women of literary attainments, or those who have, possibly, held positions of marked influence and responsibility, sometimes find pomposity in the seats of mediocrity," says Innes, in his *Random Thoughts.* The sure hall-mark of a gentleman or a lady is courtesy and promptness without any suggestion of haughtiness, in correspondence.

8. **STENOGRAPHERS' INTEREST.** As a rule, stenographers evince great interest in the niceties of

correspondence. They really want to be correct, though often they follow ignorant preceptors or work for persons who insist on erroneous methods. Now and then, however, a stenographer will frankly say, "Excuse me; I am not interested," when a chance to become familiar with accurate methods is presented. The only remedy for such ignorance and indifference is a change of vocation. Persons who engage stenographers should insist on competency in every department of the work, including such matters as are presented in this volume.

9. **SUMMARY OF TITLES.** Owing to the great length of the lists submitted in this work, it is not possible to make a satisfactory summary. The following points, however, will assist the reader who may be in haste:

ADMIRAL OF THE NAVY. Address either *Admiral George Dewey,* with salutation *Sir:* or, more official, *To the Admiral of the Navy.*

BRITISH TITLES. These forms are complicated. See the full treatment.

BUREAU CHIEFS. Bureau chiefs of the Federal Government are entitled to *Honorable,* which lasts for life. This title is not applicable to assistant secretaries and chiefs, such as assistant comptrollers, clerks of the Senate, House of Representatives, etc. They are sometimes so addressed by courtesy, but *Esq.* is the title that belongs to the office.

CABINET OFFICERS. Address the office, not the man. The address runs: *The Honorable the Secretary of the Treasury.* The salutation is *Sir:* For other Cabinet officers observe the same form, but change the name of the office.

CHIEF JUSTICE OF THE UNITED STATES. The Chief Justice of the Supreme Court of the United States is addressed as *Chief Justice of the United States,* or the full name of the court may follow. The salutation is *Sir:* or *Mr. Chief Justice:* The associate justices are addressed: *Honorable Joseph McKenna, justice Supreme Court of the United States.* The salutation is *Sir:* or *Mr. Justice:*

COURTS. Judges of Federal and state courts are addressed as *Honorable Thomas F. Graham,* and the name of the court may follow. The salutation is *Sir:* Justices of the state supreme courts are addressed by the office, in the case of the Chief Justice, otherwise, as in the case of associate justices of the Supreme Court of the United States. The Chief Justice is addressed as *Sir:* or *Mr. Chief Justice:*

CONGRESSMEN. Strictly speaking, senators and representatives are Congressmen, but the word has been limited to members of the Lower House. These are addressed as *Honorable Charles Drake, M. C.,* and the salutation is *Sir:* or *Dear Sir:* Senators are addressed: *Honorable George A. Knight, United States Senate.* The salutation is *Sir:*

DEAR SIRS OR GENTLEMEN. Applied to members of firms, but the first is preferred unless the firm is one of some dignity.

DOCTOR. This title is applied to physicians, doctors of philosophy, divinity, etc. *M. D.* may follow the name. The salutation is *Sir:* If a friend, *Dear Doctor:* Women physicians are entitled to the latter appellation. In England, surgeons are not doctors, but their title is *Mr.*

ESQ. This is the title of certain officers of the Federal and state governments, chiefly those not entitled to *Honorable.* It is also applied to men of some importance and social standing, and is proper in correspondence between men who are social equals, if of any importance.

EXCELLENCY. This word does not really belong on American soil, but it legally applies to the governors of Massachusetts, New Hampshire and South Carolina. By courtesy, it is often applied to the President and to governors of states, but it was rejected by our forefathers as un-American.

EX. Although objected to by some critics, this is used by many educated persons before the name of a former president, governor, senator, etc.

FOREIGN MINISTERS. These are addressed as *Your Excellency,* in conformity with prevailing customs. Honorable posts abroad partake more of the foreign than of the American forms of salutations. See Foreign Legations.

GOVERNORS. See title *Excellency.* The office, not the man, should be addressed on official business, but if the officer is addressed by name, *Honorable* precedes it. The salutation is *Sir: Honorable* is a life title.

HIGHEST TITLE. Employ the highest title to which an officer or man is entitled. Drop the others.

HONORABLE. This is a much abused title. It is for life, and belongs to the heads of great executive departments in the Federal Government and in states, the judges of United States courts, the senators and representatives in Congress, the governors of states, judges of state courts, and the mayors of cities.

JUDGES AS A BODY. The salutation is *May It Please Your Honors or Your Honorable Court.* The address is *To the Honorable the Circuit Court,* etc. See full treatment.

LEGISLATURES. See full treatment concerning petitions, speaker of the House, president of the Senate, etc.

MAYORS OF CITIES. It is best to address the office: *To the Mayor of Philadelphia.* Salutation is *Sir:* If the individual is addressed the form is: *Honorable P. H. McCarthy.* Salutation, *Sir:* They take the title *Honorable* for life.

MILITARY TITLES. The office, not the man, predominates. See full treatment for details.

MADAM. This salutation applies to unmarried and married women alike.

MISS. This is colloquial for an unmarried woman. It was formerly *Mistress.*

MR. The title is applied to a man who has no other title, to servants, etc. It is a wonderfully flexible word, applied also to the President, etc.

MESSRS. An abbreviation of *Messieurs,* applied to two or more men, to firms, etc.

MISCELLANEOUS. See clerical titles, Roman Catholic forms, matters pertaining to the Vice-president, President of the Senate, legislative bodies, boards, etc., in the foregoing.

PROFESSOR. Properly applied to those who hold professorships, not to trainers of animals, readers of palms, etc.

MASTER. A title now applied to boys under twelve years of age. But see this under paragraph 52.

REVEREND. This applies to Methodist bishops, presiding elders, rectors, ministers, priests, rabbis, and readers. It

should be preceded by *the,* followed by the Christian name. If this is not known, write *The Reverend Mr. Kent*—never *Reverend Kent.* See paragraph 88.

PRESIDENT OF THE UNITED STATES. The address is: *The President, White House, Washington, D. C.,* or simply *Washington, D. C.* The introduction is: *To the President.* The salutation is *Sir:* But see paragraph 45.

FOREIGN LEGATIONS IN UNITED STATES. These forms of address are often in accordance with the individual titles that belong to the persons. Aside from these, however, it is proper to address a member of a foreign legation domiciled in the United States as *His Excellency Kuli Kuklux, envoy extraordinary* (or as the case may be). The salutation is *Your Excellency:* or *Sir:* These salutations do not belong to America—neither do those addressed. We must respect their notions of titular dignity.

10. **SALUTATIONS DELICATE.** As salutations depend on the relations existing between correspondents, one should choose them with care. Custom prescribes definite forms. It is a sign either of rudeness or ignorance to disregard the forms which society has decreed. A man clad in ludicrous garb or offensive styles is not more out of place than a correspondent whose letters show disrespect and ignorance of custom.

11. **BUSINESS FORMS.** In ordinary business letters *Dear Sir, My Dear Sir,* and *Gentlemen* are perhaps the commonest forms. *Dear Sir* has almost supplanted *My Dear Sir,* a salutation once warmer, now perhaps colder, than *Dear Sir.* Of this there is some difference of opinion, hence *Dear Sir,* as a compromise, settles the question. An author of some standing gives this view:

"It should be remembered that *My Dear* is more formal than *Dear.* To an acquaintance a woman, in particular, should write *My Dear Mrs. Westover,* but to one on terms of greater intimacy, *Dear Mrs. Westover.* To an absolute stranger the full name should be given, as, *Mrs.*

John T. Westover, and the salutation should be *Dear Madam.* In using *My Dear Mrs. Westover* the *Dear* may be written with or without the capital initial letter. This is wholly a question of taste. Correspondence between men is governed by the same rule, although *My Dear Jones* is frequent, even among close friends. As to the use of the capital *D* in *Dear,* etc., there is ample authority for either form."

Dr., Sr., and similar abbreviations are almost as rude as *Gents.* These salutations should never be abbreviated. See paragraphs 13, 56, and 58.

12. **CLERICAL SALUTATIONS.** A clergyman should be saluted as *Reverend and Dear Sir:* A bishop should be addressed as *Right Reverend and Dear Sir:* A Methodist bishop is addressed simply *Reverend and Dear Sir:* See Clerical Titles and Roman Catholic Forms in index for reference to exhaustive discussions.

13. **DEAR MISS ALWAYS WRONG.** It is always wrong to write the salutation *Dear Miss,* because her family (surname) should follow, as: *Dear Miss Jepsen.* No affection is implied. As Professor Westlake says, the use of *My Dear Miss Wilson* is just as proper as for a young woman to address a man as *Dear Sir.* Such forms as *Sir, Miss Jansen,* and *Madam* are a little too cold, curt, and formal. See Westlake, page 29. See, also, Belding's *Commercial Correspondence,* page 21. *Dear Madam* or *My Dear Madam* (the more formal style) may be used in addressing a woman who has never been married, although many persons seem to think that the word applies to married women only. Professor John Louis Haney has explained again and again, in the *Ladies' Home Journal,* that *Dear Madam* applies to

unmarried women. Belding says (page 21) that *Madam,* though proper for both married and unmarried women, is unnecessarily lacking in courtesy where courtesy is due, so he indorses *Dear Madam* as the universal form of courtesy. See paragraph 53.

14. **MR. AS AN ORAL PREFIX TO TITLES.** As the reader will see further along, *Mr.* is often a proper oral prefix, especially when used by one not on intimate terms with a distinguished person addressed. Thus, we have *Mr. Senator,* following close on the heels of the always proper *Mr. President,* which is the only way to address the President of the United States. But we have also the following: *Mr. Speaker, Mr. Secretary, Mr. Governor, Mr. Mayor.* It would be difficult to put a limit to the application. For one who has never met a governor, or who knows him only slightly, *Mr. Governor* is the proper and delicate form of address. See paragraphs 32 and 89.

15. **GIVE TITLES OF COURTESY.** It is rude to omit titles of courtesy and dignity. The professional, social, political, commercial, and academic positions of correspondents should be considered and respected. If a man has no title, but is of good standing, *Esquire* may be better than *Mr.* Consult the index as to proper forms.

16. **CHOOSE PERTINENT TITLE.** Select the title that applies to the occasion. If a bachelor of science or of dental surgery be a senator, address him as a senator, if you send your letter to his desk in the Senate; if you want him to pull your teeth, address him as John Payne, D. D. S., but do not send the letter to the Senate Chamber. Let the title be relevant to the mission of the letter. He does not use his forceps at the Capitol

17. **MR. AND ESQUIRE IN AMERICA.** Business men use these titles interchangeably in the United States. In the Far West, *Esquire* is not used so much as in the East and the South. The Cambridge University Press, publishers of the *Encyclopedia Britannica,* use *Esquire* when addressing a literary man or citizen of good social standing. See paragraph 91.

18. **ALWAYS DATE LETTERS.** The omission of dates is a piece of gross carelessness or ignorance. The date may be of the very essence of the transaction. In case of disputes, an undated letter is almost valueless as evidence.

19. **MR. AND MESSRS. CONSIDERED.** It is not proper to omit *Mr.* in such a case as *John Wilson,* director and manager. He should be addressed either as *Mr. John Wilson,* or *John Wilson, Esq.* His position should be placed on the line below his name, as:

MR. JOHN SMITH,
Director and Manager of, etc.,
Chicago,
Ill.

In using *Messrs.* before the name of a corporation, as in *Messrs. California Wine Association,* an error is committed. *Messrs.* may be prefixed to a partnership, as in *Messrs. Wilson, Moore & Company.* Address the corporation simply *California Wine Association.* Some recent writers condemn *Messrs.,* but it has high authority. Professor John Louis Haney, Westlake, and others indorse it.

20. **COMPLIMENTARY CLOSE.** Authorities agree that *yours* should appear in every closing form, whether *yours truly, respectfully, faithfully,* or *sincerely.*

The older forms, *Believe me, I remain, etc.,* are regarded as tedious and unnecessary in an age of business activity. The close should agree very largely with the salutation. To begin with the formal *Sir* and conclude *Yours Sincerely* is to exhibit poor taste, if not lack of the proprieties.

21. **PARENTHESES FOR WOMEN.** A woman writing to a stranger should never sign her name simply *Mary Johnson,* but should put either *Miss* or *Mrs.,* preceding her personal (Christian) name, thus: (Mrs.) Mary Johnson. Where initials only are used, as in M. H. Johnson, it is impossible for the person receiving the letter to know whether a man, a *Miss* Johnson, or a *Mrs.* Johnson wrote the letter. Where a married woman signs her name thus: *Julia Marlowe,* she should write, under her name, thus: (*Mrs. Charles Marlowe*), for married women should be addressed by their husband's names.

22. **LADIES AND GENTLEMEN AS A SALUTATION.** Several business colleges throughout the United States, Professor John Louis Haney, of Philadelphia, and many others who have discussed the subject, indorse *Ladies and Gentlemen* as the proper salutation when a firm is known to consist of both men and women. There are those, however, who advocate the omission of the salutation in all such instances. Such is the advice of Professor J. Willis Westlake. See page 27 of his *How to Write Letters* for this view. The omission of the salutation would probably not be regarded as discourteous.

The proper salutation for a firm of women is sometimes puzzling. Belding's *Commercial Correspondence* advises

simply *Mesdames,* a word disliked by Westlake, when a firm consists of women. *Dear Mesdames* is probably a little more courteous. Professor John Louis Haney thus discusses the question in the *Ladies' Home Journal:*

If several women and several men are associated in a business partnership you may address them in the salutation as "Ladies and gentlemen." The title had better be omitted. If the firm is composed of one woman and several men, or several women and one man, the question becomes somewhat perplexing. One can hardly recommend the use of "Lady and gentlemen" or "Ladies and gentleman." Some writers will simply ignore the question of sex and use "Dear Sirs" or "Gentlemen." More precise correspondents will in either case dodge the difficulty by omitting the salutation. Others will feel inclined to advise the firm to dissolve partnership on the ground that the "Complete Letter-Writer" contains no proper salutation to fit the case.

Mrs. Jean Sinclair, corresponding secretary of the California Club, of San Francisco, solves the difficulty by reporting that her custom is to address a company composed of either women alone, or of men and women, as follows: *To the Members of the Sanitary Canning Company.* A simpler form would be to omit *to the members,* making the address simply *To the Sanitary Canning Company.*

The Secretary of the Century Club, of San Francisco, was baffled in the presence of the same question.

23. **SIR AND MA'AM.** The use of *Sir* and *Ma'am,* after *Yes* and *No,* is common throughout the Southern States of America. Professor John Louis Haney, of Philadelphia, writes:

Children are not usually taught to use the words "Sir" and "Ma'am" in answering questions, but they should be taught to say "Yes, Uncle Fred," or "No, Miss Blank," or to use the plain "Yes" or "No" in a courteous tone, free from any suggestion of

abruptness. A rude child will disclose his rudeness quite as readily in saying "No, Ma'am" as in saying "No."

Mrs. O. Worthing of Spokane, writes: "I never heard *Ma'am* applied throughout England and Scotland, unless one were speaking to a lady of the nobility. I think the custom is an Americanism." Mrs. Worthing is the wife of the Reverend O. Worthing, of the Holy Trinity Episcopal Church, Spokane, and is of noble birth.

24. **AN ILLUSTRIOUS EXAMPLE.** The publishers of high-class works usually choose an able editor, possibly with the aid of consulting editors, to arrange such matters as dedications, titles, and forms of courtesy. Society folk, letter-writers, and all who care for accuracy, might take a lesson from some of the great publishing-houses. The new *Encyclopedia Britannica* is an example illustrative of titles and dedications. The dedication, using proper titles, runs thus: "Dedicated by permission to His Majesty George the Fifth, king of Great Britain and Ireland and of the British dominions beyond the seas, emperor of India, and to William Howard Taft, president of the United States of America." Observe the simplicity and accuracy of the form, and reflect that only a few years ago a committee of citizens in one of the largest cities of the United States, addressed President Roosevelt as *His Excellency* throughout a long communication that reached the public prints, the envelope being addressed *Honorable Theodore Roosevelt,* a ridicuously improper use of a title that never applies to the President.

25. **EXECUTIVE DEFINED.** Murray's *New English Dictionary* notes that an executive is the person or persons in whom the supreme executive magistracy of a country or state is vested, and that chiefly in the

United States it is applied to the President, who is also often called the Chief Executive, and to the governors of states.

26. **MADAM PRESIDENT, MADAM CHAIRMAN, ETC.** These are the prevailing forms for oral salutation in meetings presided over by women. These salutations are universal among women's clubs and like organizations throughout the United States. Mrs. Jean Sinclair, corresponding secretary of the California Club, of San Francisco, reports that it is the custom to address women's clubs simply *Mesdames,* never *Dear Mesdames, Dear Ladies,* or *Ladies.* As discussed elsewhere, this salutation seems somewhat curt and formal.

27. **TITLES OF HONOR REMARKABLE.** The *Encyclopedia Britannica* quotes John Seldon's *Titles of Honor,* which defines titles of honor as "those various names of greatness or eminency, which are the most distinguishing titles of civil dignity." This covers official, honorary, civil, military, temporal, and ecclesiastical. In a narrower sense the term implies titles of rank and dignity, not office or vocation. In England the "titled classes" means only those whose titles are meaningless save as a mark of rank. "The democrat and the superior man affect to despise" titles, says the *Britannica,* pointing out that the world's greatest men need no hall-mark to prove they are not base metal. Pitt and Gladstone were without titles. It continues: "The French Revolutionists in their zeal for primeval equality essayed to abolish them; at best they succeeded in making them universal, the *citoyens* of the first generation of republican France becoming the *monsieurs* of the next—just as every Englishman is now a *gentleman* or an *esquire,* every *Castil-*

ian a caballero, and every German a *herr.*" The *Britannica* says: "Where titles are not planted, they tend to sow themselves." Its article on titles of honor is worth careful study by any person interested in the subject. It is not so easy to abolish titles as some people think.

28. **ENGLISH TITLES ARE NUMEROUS.** No English-speaking country has so many titles as England herself, both "at home" and in the Colonies, particularly in India. Here are a few examples: His Excellency the Right Honorable Lord Curzon, viceroy and governor-general of India; His Highness the Prince Pospo Admojo; His Highness the Maharaja of Mysore; His Highness Sir James Bourdillon, Lieutenant-Governor of Punjab; The Honorable Colonel Baring, Military Secretary of the Viceroy of India; His Highness the Gaekwar of Baroda, and many like titles.

29. **ANCIENT FORMS COMPLICATED AND SERVILE.** If one would measure the distance the world has moved from the times of servile appellations he might read of Cortes. An examination of the letters he wrote to Charles the Fifth is interesting. He addressed the Spanish King thus: *Very High and Most Powerful Prince, Very Catholic and Invincible Emperor, King and Lord.* In concluding his letters, he wrote thus: *Most Powerful Lord, Your Caesarian Majesty's Very Humble Servant and Vassal who kisses the Royal Hands and Feet of Your Majesty.*

In Spain to-day the "kiss the feet" close is still used. The phrase, however, is abbreviated.

30. **CAPITAL LETTERS IN TITLES.** It will be found that the titles given in this work are not at all times capitalized under a consistent system. This is due,

in part, to the fact that the forms, taken from various sources, vary in the method of employing capital initials.

As a whole, this *Dictionary* indorses and codifies the De Vinne system of using capital letters as initials of words. Theodore Low De Vinne, who is probably the most scholarly printer in America, expounds his system in *Correct Composition,* which guides the *Century* printers.

This system minimizes the use of capital initials, but it reduces the use of capitals under the only logical system that has yet been suggested. The subject is a vast one, and it offers a field for much division of opinion.

As applied to titles, especially when they are used in the general text of a book or magazine, the rule is comparatively simple, but in salutations, superscriptions, etc., capitals are used more freely, this for display or emphasis. For this reason the forms here appearing vary, and they are offered tentatively. There is no arbitrary rule in such matters.

But the general rule is that titles following names are never to begin with a capital letter unless intended for display or emphasis in a salutation, advertisement, or heading.

Theodore Roosevelt, president of the United States, is the correct form, applying to high as well as to lowly posts. But when the title becomes a part of the name, as: *President Roosevelt,* or *President Theodore Roosevelt,* it takes the capital. The same rule applies to insignificant titles, as: *Street-scavenger Smith.* Compound titles need not take two capital letters, a small letter following the hyphen. An opposite practice, however, has high authority.

When the definite article *the* precedes a title, as *the* Governor, meaning one in particular, the capital letter is used, because the title becomes a proper noun, the synonym of the person's surname. On the other hand, *a governor,* meaning one of many, or *ten governors,* is printed as here shown—for the word, in either singular or plural form, is a common noun. Common nouns do not require the capital letter.

Nation, Federal, Government, *the* President (there can never be but one), *the* Army, *the* Navy, *the* State (one in particular),—all these are capitalized. Applying the rule as to common nouns, *states, senators, mayors, departments,* etc., are not capitalized. *The* Department, referring to the Department of War, requires the capital, because *Department* is an abbreviated form, standing in lieu of the full name, which is a proper name.

This explanation is sufficient to account for apparently conflicting forms, as where *Nation* and the *states,* the *President* and a *governor,* in proximity, seem to be the result of carelessness. However, no effort has been made to print the samples here submitted in a uniform way. The variety is partly due to a desire to exhibit prevailing forms.

In this connection it should be remarked that the system of capitalizing and compounding words is not uniform in the *Oxford Dictionary* and similar learned works. There are those who maintain that a quotation should preserve the punctuation and system of capitalizing employed by the authority quoted.

31. **AMERICAN TITLES.** It is known to everybody that titles are in disfavor in the United States. This does not mean, however, that there are no titles, for

there is a wide field in which they abound. The people as a whole resent those titular designations that divide society into such exclusive sets as are common throughout Europe. Our "new rich," however, often assume more importance than the members of some of the titled families of older countries.

Titles of respect and courtesy abound throughout the United States, particularly in the Southern States, where thousands of colonels still wax fat on empty names. Of honorables and esquires, judges and captains we have an abundance. Scholastic titles are less common, are used without useless parading, and are generally applied with considerable accuracy, and with that propriety characteristic of educated men and women. Scholastic titles are attained in course—that is, at the end of a course of training in a university or like institution. Perhaps the most abused of the scholastic titles is that of *Professor,* which title the reader should consult.

Official titles occupy a large and perplexing part of the titular codes of the Nation, of states, and of municipalities. Comparatively few official titles should survive the expiration of the office, although *Honorable* is properly applied to governors, senators, mayors, and others as a life title by courtesy. Of the titles that survive active service those in the Army and Navy are the most conspicuous. The custom of calling men judges, governors, senators, etc., after they are no longer in office is misleading, affected, and to be discouraged. So prevalent is this custom in some parts of the country, that states are sometimes blessed with three or four governors, a multitude of senators, judges, and so on,

until the list of those who have at one time or another been "duly inaugurated and installed" is bewildering.

The following general principles should be remembered: *Mr., Master, Mrs.* and *Miss* are always prefixes, and it is never proper to use them unless they are followed by the name of the person to whom they are applied—either the full name, the surname (family name is a better word), or, sometimes the Christian (personal) name alone.

The title *esquire* always follows the name of the man, and is generally and properly abbreviated—*Esq.* It is seldom used except on envelopes and in superscriptions within the formal space allotted to such purpose on sheets of note or letter paper.

Sir, Gentleman, Madam (for both married and single women), *Madame* (for a married woman only), and *Ladies* are proper salutations. *Gentleman* and *Lady* are unknown titles, except by the ignorant. Schele de Vere says the spelling *Madame* is always wrong.

Mr. has no English plural, for which reason we seem obliged to employ *Messrs.,* a contraction of the French *Messieurs.* As there is no English plural for *Madam* or *Madame,* Ladies is employed. There is a plural *madams,* but the use is ironical as in *city madams,* meaning pretentious women of conceited notions. See *The Century Dictionary.* As English offers no plural for *Mrs.,* we use *Mesdames,* the plural of *Madam,* a married woman.

It should be remembered that great names need no particular titles of courtesy. Cicero, Washington, Lincoln, Webster, Gladstone, Shakespeare, Caesar, Humboldt—what glory is expressed by their family names

alone! And many eminent men have always been known as plain Mr. Gladstone, Mr. Clay, or Mr. Edison.

32. **MR. BEFORE OTHER TITLES.** Although there is a rule against the use of double titles, *Mr.* is frequently an exception. *Mr. President, Mr. Senator, Mr. Chief Justice, Mr. Secretary,* and *Mr. Commissioner* are common and proper forms. Often, too, we see such double forms as *The Reverend Doctor Voorsanger, the Reverend Father Yorke, the Reverend Professor Olsen Lyndquist.* These are proper forms, scholastic and some other titles being exceptions to the rule. The title *Reverend* should never be used without *the* preceding it, and it should never come immediately before the family or surname. If we do not know the personal or Christian name, we are obliged to write *the Reverend Mr. Williams.* Of course *the Reverend John H. Williams* would be the better form. For a more thorough discussion of the propriety and essentiality of *the* before *Honorable* and *Reverend,* which are, in a sense, not titles at all, see paragraph 88.

33. **OFFICIAL TITLES AND USAGES ARE OLD.** It may be said that the forms of official address prevailing throughout the United States had their origin soon after the founding of the Government. Time and the growth of Federal bureaus and departments have, of course, necessitated many changes, but new forms have invariably been modeled after the old ones, the simplicity of the primary forms remaining.

The oldest states modeled their systems of official address and salutations on the plan of the Government's code, and cities throughout the country have, in turn, followed the custom prevalent in the states of their loca-

tion. It has been said that every sort of legislative and executive body throughout the country might, not improperly, make its official forms to conform with those of the National Government. If our forefathers had indulged in the titles that were suggested by princes of the royal blood, nomenclature would have been too obeisant and high-sounding for cities and smaller corporate bodies therein; but the prevalent tone is eminently fit for republican institutions. There is no offense in the frequency of *Sir* and *Mr.* as titles or forms of salutation.

Social and official forms now prevailing in Washington, differing in some features from those elsewhere in vogue, had a crude origin. In the early days of society at Washington, according to Keim's researches (*Handbook of Official Etiquette*), social customs were not well understood. Washington society consisted of a few resident officers of the Government and a small coterie of citizens of standing and their families. To these were added, from time to time, the families of representatives in Congress, although the difficulties of traveling were so great that comparatively few of the families of distinguished men visited the Capital.

Washington was a collection of isolated villages, widely separated. At some seasons travel between these villages was a trial, owing to mud, poor roads, and bad lights at night. The villages from which society as it is now known (or social customs) evolved were for the most part near the Navy Yard, the Arsenal, the Capitol, and the President's house. Entertainments were of rare occurrence.

But official and social intercourse to-day, including the etiquette of correspondence, are governed in the main by

rules and usages that were almost contemporaneous with the founding of the Federal Government. These facts are made plain by an examination of early documents, some printed and some in manuscript form, in the archives of various departments at the National Capital. Mr. Keim's work in this direction has been painstaking and worthy of reward.

Washington's official classes are composed of those who have been either elected or appointed to posts of dignity and honor. The Army and Navy, bureaus of the Federal Government, Marine Corps, various civil offices of the Government, the diplomatic and consular service, and those offices and bureaus of various kinds connected with them—these supply the men known as the official classes.

The quasi-official class includes foreign diplomatic and consular corps, officers of foreign governments, and officers of state and municipal governments who chance to be visiting the City.

The unofficial class is composed of all men and women who are thought to be entitled, by reason of their status at their homes, to recognition in good society.

Official precedence is a matter that has often caused jealousies, and changes in these arrangements are sometimes made. In general, the following has been the order for many generations: President, Vice-president, Chief Justice of the Supreme Court, associate justices of the Supreme Court, the President of the Senate pro tempore, if he is occupying the chair, and United States senators. These take precedence in the order of exceptional length of service, which is granted recognition.

Then come the following: Secretary of State, Secretary of the Treasury, Secretary of War, Secretary of the Navy, Postmaster General, Secretary of the Interior, Attorney General, members of foreign diplomatic corps, in the order of their presentation of credentials to the President, foreign members of International commissions and official counsel with the legation of their countries, Speaker of the House, representatives in the lower house of Congress, long service having priority, General of the Army, Admiral of the Navy, envoys extraordinary, United States circuit and district judges, governors of states, Lieutenant General, Vice Admiral, major generals, active and retired, rear admirals, active and retired, and officers of staff of equal rank, and so on to the end of the lists. This order has now and then been changed, and is subject to rearrangement by those who determine these questions.

34. **OFFICIAL TITLES.** Although the genius of American institutions is opposed to titles, some exist by courtesy. The Federal Government's code of etiquette governing correspondence is simple and direct. As set forth by Keim's *Handbook* and other works of official etiquette, the Federal officers are even more opposed than are the masses of the people to bestowing titles.

35. **THE VICE-PRESIDENT.** In conversation he is addressed as *Mr. Vice-president.* A letter is sent *To the Vice-president,* and the salutation is simply *Sir:* If he is addressed as the chief officer of the Senate the form is, *To the President of the Senate,* the salutation being *Sir:* In all correspondence of a personal character the address should be *Peter Sherwood, vice-president of the*

United States, without prefix of title, either honorary or professional.

36. **SENATORS.** The official or formal style of addressing a United States senator is: *Honorable George C. Perkins, senator of the United States.* The War Department uses the form: *Honorable George C. Perkins, United States Senate.* If the communication is not to go to the Senate any other address may follow the name.

Representatives. The form is: *Honorable Julius Kahn, representative from* California, residence address following. If he be at the Capital during the sittings of Congress the address is simply *Honorable Julius Kahn,* House of Representatives, Washington, D. C. Informal notes are treated differently. A senator is addressed thus: *Senator George C. Perkins. Honorable Julius Kahn, M. C.,* is the form for a representative. Though both are members of Congress, custom has decreed that one means a representative if he merely speaks of member of Congress.

37. **SPEAKER OF THE HOUSE.** The official form is: *To the Speaker of the House of Representatives.* If somewhat of a personal character, though relating to the affairs of the House, the form is: *Honorable Thomas B. Reed, speaker of the House of Representatives.* If the communication pertain to matters that fall within his purview as a representative he is addressed as is any other representative.

38. **COMMITTEES.** All business relating to committees should be addressed: *To the Chairman of the Committee on Ways and Means,* etc., as the case may be. Use the name of the right committee. See paragraph 42.

39. **CHIEF JUSTICE OF THE UNITED STATES SUPREME COURT.** In conversation he is addressed as *Mr. Chief Justice.* A letter is addressed to *The Chief Justice,* the salutation being *Sir*: A variant is *Mr. Chief Justice*:

40. **JUSTICES OF THE UNITED STATES SUPREME COURT.** They are addressed as *Mr. Justice.* In correspondence the form is, *Mr. Justice Joseph McKenna.*

41. **LOWER JUDGES.** Judges beneath the rank of the highest are addressed as *Honorable Ebenezer Cooke, judge of the Blank Court of Blank,* etc.

42. **THE WAR DEPARTMENT.** The following addresses are official, being taken from the envelopes used by the War Department in its ordinary correspondence with other branches of the Government:

The Honorable the Secretary of Agriculture; the Honorable the Secretary of the Interior; the Honorable the Secretary of Commerce and Labor; the Auditor of the War Department; Honorable....., House of Representatives; the Chairman, Committee on Interstate and Foreign Commerce, House of Representatives; the Chairman, Committee on Military Affairs, House of Representatives; the Secretary to the President; the Comptroller of the Treasury, Washington, D. C.; to the Honorable the Postmaster General; to the Chairman Committee on Military Affairs, United States Senate; Honorable....., United States Senate; to the Speaker of the House of Representatives; to the President of the Senate; to the Clerk of the House of Representatives.

The following general forms are in use by the War Department, and many business houses follow the same style, which is appropriate for anybody to use:

To the PRESIDENT
of the United States.

To the Honorable
THE SECRETARY OF THE TREASURY.

To the Honorable
THE ATTORNEY-GENERAL.

To the SECOND COMPTROLLER
of the Treasury.

To the COMMISSIONER
of the General Land Office.

To the
COMMISSIONER OF PENSIONS.

To the CHIEF OF THE BUREAU
of Yards and Docks,
Navy Department.

To the CHIEF of the
Bureau of Navigation,
Navy Department.

To the PAYMASTER GENERAL
of the Army.

To the COMMISSARY GENERAL
of Subsistence.

To the CLERK of the
Supreme Court of the District of Columbia.
Washington.

To the ASSISTANT ATTORNEY GENERAL,
United States Court of Claims,
Washington.

To the GOVERNOR
of the State of Nevada,
Carson City.

To the SECRETARY OF STATE,
State of New Jersey,
Trenton.

To the SUPERINTENDENT OF PUBLIC INSTRUCTION,
State of Illinois,
Springfield.

To the CLERK OF THE DISTRICT COURT,
Fourth Judicial District, State of Texas,
San Antonio.

To the SURROGATE OF THE COUNTY OF KINGS,
Brooklyn, New York.

To the MAYOR of the
City of Louisville.

To the TREASURER of the
Board of Public Works,
Cincinnati.

To the SECRETARY
of the Atlantic Woolen Mills,
Westerly, Rhode Island.

To the PRESIDENT
of the Interoceanic Steamship Co.,
Wilmington, North Carolina.

To the JUDGE-ADVOCATE,
General Court-Martial,
Fort Hamilton, New York.

To the RECORDER of the
Board of Tactics, Small Arms, and Equipments,
Rock Island, Illinois.

To the COLLECTOR OF CUSTOMS,
Port of Philadelphia,
Pennsylvania.

To the UNITED STATES ATTORNEY,
Northern District of New York,
Buffalo.

To the COMMANDANT,
United States Navy Yard,
New London, Conn.

To the COMMANDING OFFICER,
Post of Fort Greenleaf,
Florida.

To the DEPOT QUARTERMASTER,
Fort Harker, Kansas.

To the POST COMMISSARY,
Jefferson Barracks, Missouri.
To the ASSISTANT ADJUTANT-GENERAL,
Headquarters, Department of the West,
Fort Leavenworth, Kansas.
To the CHIEF COMMISSARY OF SUBSISTENCE,
District of the Plains,
Fort Gibson, Indian Territory.
To the COMMANDING OFFICER,
Company C, 12th Regiment of Cavalry,
Camp Mansfield, M. T.

43. **DEPARTMENT OF JUSTICE.** The Department of Justice supplies the following to the editor of the *Dictionary of Titles:* "It is customary to address the President and Cabinet officers as follows: *The President, Washington, D. C. Sir*: Either *The Honorable the Secretary of State, Washington, D. C.*, or *The Secretary of State.* The same practice applies to the various bureau and division chiefs. The complete list of the various bureaus and their officers is very long."

The foregoing shows that the Federal Government considers the office, and addresses it rather than the person. This is the spirit that should pervade the various states, and, few will doubt, the field of municipal officialdom throughout the United States.

44. **SIRE AND SIR.** These words are of similar, if not identical, origin. In address, they were formerly applied to persons of distinction only, chiefly to sovereigns. The common use of *sir,* as applied to men of all ranks, has given the word a sense wholly different from its original. In Middle English the word was *syre,* and in Old French *sire,* meaning *lord, master.* The word, like *sir,* was used almost wholly in addressing a sovereign or person of superior rank, position, or age. *The*

Century says: "*Sire* has been in present or recent use only in addressing a king or other sovereign prince." *The Century* traces *sir* from *sire.* Under this view, the salutation *Sir,* which is the proper form in addressing the President of the United States, is dignified and somewhat archaic. At least, the ancient word is used in a more exalted sense than that attaching to its ordinary employment.

The *Encyclopedia Britannica* says: *Sir* (French *sire*) is a variant of *signeur,* Latin *senior,* a title of honor confined, in Great Britain to baronets, knights of various orders, and knights bachelor. It is never used with a surname only, being prefixed to the Christian name, as in *Sir William Jones.* In ordinary address it is applied to any man of respectability, according to circumstances. It has almost vanished from polite society in England. It is used also in formal matters, as when the chairman of a meeting is addressed, being also applied to a king or prince of the royal blood, but the French sire is obsolete. In the United States it is used loosely by people of all classes among themselves.

45. **ADDRESSING THE PRESIDENT.** For an official letter the superscription, which is the address on the envelope, is: *To the President, Washington, D. C.*

The introduction at the top of the letter runs simply: *The President, Sir:*

It is never proper for minor officers of the Government to address the President on official business, except through the regular channels of the departments to which they belong. See Keim's *Handbook of Official Etiquette,* page 39.

If a citizen not in the Federal service addresses a letter to the President, the superscription on the envelope

should be: *The President, White House, Washington, D. C.* Some authorities say that it is sufficient to write merely, *The President, Washington, D. C.*

The introduction at the top of the letter runs: *To the President.* The salutation is, *Mr. President, Sir*: Some authorities say that either *Mr. President:* or *Sir:* is sufficient.

Simple as these rules are, they are not generally known. Still less is there knowledge as to the conclusion of a letter to the Nation's chief executive. Like all other matters pertaining to the etiquette of correspondence, this is important. It is, furthermore, a little archaic and might be thought slightly un-American. There are several forms that are proper, but this one is usual: *I have the honor to subscribe myself, sir, your most obedient servant.* Other forms will be given further along in this discussion.

According to some persons, *sir* seems curt and commonplace as a salutation to the President. On the contrary, its use is extremely deferential. It is, furthermore, a remnant of the rather archaic *sire,* which was applied to sovereigns only. See title Sire and Sir, paragraph 44.

It is surprising that so few persons know how to address the President of the United States. An inspection of hundreds of communications sent to the Nation's head by sundry committees of "leading citizens" and others, shows that each city, club, coterie, and individual seems to have an individual code. For this reason the many successors of George Washington have from time to time been addressed as *Honorable, Excellency, Your Highness, High and Mighty Ruler, Respected Sir,* and so

forth. An educated San Franciscan resident, born at Boston, England, insists that there is no dignified way to address the President without the use of *Excellency*. To him all other forms are treasonous. He is a naturalized American citizen, but clings to old forms.

Few of the appellatives bestowed by those who have groped without guidance have lowered the dignity of the office, although the title *honorable* is beneath the dignity of a governor or a president, being used for certain officers below these exalted positions. See title *Honorable*. Many of the salutations afford amusement at the White House.

Every American citizen should pay some attention to the etiquette of correspondence, and even if a man never expects to see a president or send a letter to him, he should know how to address the Nation's chief magistrate either orally or in writing, if occasion should arise. In these days the President travels extensively, and the humblest citizen is likely to be presented to the first citizen of the Republic.

At the outset it should be borne in mind that the laws of the United States know no titles as attaching to any of the Federal officers. Custom and the unwritten laws of social etiquette have, however, decreed that certain forms are to be observed.

First, there should never be any familiarity with the President of the United States. Even his boyhood friends and relatives should address him, particularly in the presence of others, as *Mr. President*. Martha Washington always addressed the immortal General as Mr. President, never as *General* or *George*. This respectful acknowledgement of the title *president,* is due to the exalted office rather than to its occupant.

Next, such cheap titles as *honorable,* which are grossly misused throughout the United States, are never to be applied to the President.

A brief sketch of the discussions that took place concerning the President's title (in 1787) is not out of place here.

In the Convention of 1787, which formed the Constitution of the United States, the subject of the President's title was discussed, as Keim shows on page 23 of his *Handbook of Official Etiquette.* Among the forms suggested was *His Excellency the President of the United States;* but it was finally decided that "No title of nobility shall be granted by the United States." See Art. 1., Sec. 9 of the Constitution of the United States. No exception was made regarding the title of the President. It was agreed that he should be addressed officially simply as the President.

This subject was again discussed in Congress in 1789. The suggested designation *His Excellency* was rejected. Then the Senate Committee suggested *His Highness the President of the United States of America and Protector of their Liberties.* This was promptly negatived as inconsistent with the spirit of a republic and particularly of the American Republic. Following this action, the Senate graciously accepted the title already adopted by the House of Representatives. The House resolution ran: "Resolved, that the present address be *To the President of the United States,* without addition of title." This form has never been changed, but has always been used in official communications. Excellency has sometimes been applied by private persons, but this custom is going out of use, being less correct and less American than the forms herein given.

One speaking to the President addresses him as *Mr. President,* with no further appellation. If a president be also a general, his military title is not to be used, even by a friend. It is merged in the higher title, as in all other cases, the rule being that the greater title obliterates the smaller.

The President is released from all obligations in the social world. He is also excused from adding any complimentary words at the close of his letters. *Yours respectfully* and all other concluding forms are omitted by the President, who simply signs his name.

As there can be only one president at a time, the title *president* belongs to the office, not to the man. *Ex-president* is the title to use in writing or speaking of a retired president.

In general correspondence of a personal character, by persons authorized by acquaintance, friendship, or other sufficient reason, it is allowable to use this form: *William Howard Taft, the president,* but this should be the exception, not the rule. See Keim's *Handbook,* page 39.

The official status of the President was fixed early in the reign of President Washington. He had not resided at the Capital, then New York, long, before he was compelled to enforce rules for the transaction of business and the entertainment of company. Keim tells us that the social status was as poorly understood in those days. The masses of the population knew nothing concerning the conventionalities of high official station, for which reason all ceremony was waived in pursuit of personal ends. President Washington's house was thronged at all hours of the day and night. History tells us that the crowds sometimes pressed into the private apartments of Mrs. Washington before she had arranged her toi-

lette. The illustrious Washington was compelled to remonstrate with some callers who disturbed the official household before Mrs. Washington had arisen from bed. This primitive condition became so annoying that the President addressed a note to Vice-president Adams (May 17, 1789), stating that he desired to avail himself of the Vice-president's views on certain points named concerning the official and social relations of the President.

Mr. Adams replied in detail, covering the following points: Intercourse with the people, adaptation to popular forms, visits of compliment, personal audience, invitations, public entertainments, informal visits, presidential journeys, official hours, social prerogatives, relations with foreign ministers, diplomatic representatives, etc., ceremonial duties, cabinet relations, levees, state dinners, and many other points. The suggestions outlined by Mr. Adams were adopted. They form the foundation of the rules now obtaining, which have never been greatly modified.

Authoritative books on matters pertaining to presidential correspondence and germane topics are rare. Many of the works that suggest forms are filled with errors, and few carry the weight of authority. Mr. de B. Randolph Keim's work, published at Washington, is regarded as accurate, although it has long been out of print. The editor of this *Dictionary* was obliged to borrow a copy from the Library of Congress.

Another valuable book is Professor J. Willis Westlake's *How to Write Letters,* a carefully compiled work. The author says (page 214) that it was common to address the President as *His Excellency* in the time of Washington. *Highness* was proposed, but coming as it

did from the princes and princesses royal of England, it was rejected as unrepublican. The title *His Excellency,* never authorized, although many little books assume that it was, has gradually fallen into disuse in addressing the president of the United States. See title Excellency, under this general discussion.

Westlake says that an authorized, thoroughly American, and accredited form of address is, for the envelope: *The President, Executive Mansion, Washington, D. C.* He says the salutation may be *Sir*: or *Mr. President*: as in oral salutation. This form does not materially vary from the ones previously mentioned.

Helen E. Gavit's *Etiquette of Correspondence* (page 89) prefers the form: *To the President of the United States, Washington, D. C.* Within, she employs: *Mr. President, Sir*: but she finds that foreigners and some others still use *Your Excellency,* although this is not the best form.

It should be noted that those who advocate *The President, Washington,* insist that it is briefer, simpler, and therefore better. As there is only one president, they insist that too much specification as to his whereabouts is unnecessary. Like *Rex* (the King), the head of the Nation is supposed to be exempt from too much specification.

The author gives the following forms as proper in concluding a letter to the President: *I have the honor to subscribe myself, sir, your most obedient servant;* or *I am, sir, your most obedient servant.*

An old form ran: *I am, sir, very respectfully your most obedient servant.*

Altmaier's *Commercial Correspondence* (page 23), a useful book by Carl Lewis Altmaier, published by the

Macmillan Company, 1909, is used at the Drexel Institute, Philadelphia, where the author is an instructor. It gives the simple envelope superscription: *The President, White House, Washington, D. C.* It gives the introduction: *To the President:* and follows this with the simple salutation *Sir:* Like other modern works on the subject, Altmaier discards the old and unauthorized title *Excellency.*

A simpler form of address, differing slightly from those given in the foregoing, was used by President Eliot, of Harvard University, in addressing the President. On page 37 of Carpenter's *Elements of Rhetoric and Composition* a letter is published, an exact copy of one written by President Eliot. It began thus: *To the President of the United States:* The salutation and beginning of the letter follow: *"Sir:* I desire to testify that Doctor William T. Harris has done admirable work as commissioner of education, and that he is the best qualified person for the office in the United States, by reason of his natural capacity, his studies and training, and his experience, etc. *I am, sir, with respect,* your obedient servant, *Charles W. Eliot, president."*

A committee of New York City's prominent citizens, in charge of the centennial celebration of the inauguration of George Washington as president, addressed President Harrison simply: *To the President of the United States:* Mayor Abram S. Hewitt began his letter thus: *To the President, Sir:* He concluded his letter thus, "I have the honor to be, very respectfully, your obedient servant." A number of the most eminent ministers in New York, and several thousand editors and literary men of National fame, addressed the President, on the same occasion, simply: *To the President:* One com-

mittee, however, made the mistake of addressing the President as Honorable, which is never proper, as the title is a cheap one, thus applied. No title is so high as *President* itself.

The following is contributed by Mr. William M. Bunker, of Washington, D. C.:

"There is no fixed foreign address for the President of the United States. Each foreign government follows its own will in the matter of addressing the chief executive officer of this government. The following forms are in use: *The President; The President, Excellency; To the President,* closing with *The President of the United States* in the lower left hand corner, in some instances. These titles are not given in English, except in the case of a communication from an English-speaking country. These facts I obtained from a former assistant secretary of state and from a White House officer. Each of these gentlemen also told me that other forms are also used by foreign correspondents. The simplest form is preferred at Washington."

The Netherlands addressed George Washington as *Right Honorable Worship.*

At the British consulate, San Francisco, it was thought that there was no question as to the application of *Your Excellency,* which is its custom.

46. **PRESIDENT OF URUGUAY.** The President of Uruguay is addressed as *His Excellency,* and the salutation is *Excellent Sir:* Consuls abroad are addressed as *Illustrious Sir* and, in the body, *Your Lordship.* Uruguay addresses the President of the United States as *Your Excellency.* These forms are reported by O. M. Goldaracena, Esq., consul for Uruguay, at San Francisco.

47. **HIGHNESS EXPLAINED.** The *Encyclopedia Britannica* says the title *highness* arose in the Roman Empire. In England it alternated with *grace* and *majesty* until James I. The following are now royal highnesses (H. R. H.): All sons, daughters, brothers, and sisters, uncles and aunts of the reigning sovereign, grandsons and granddaughters of children of sons, and also great grandchildren (decree of 1898) if children of an eldest son of any prince of Wales. Nephews, nieces, cousins, and grandchildren are styled as highness only. A change of sovereign does not entail a loss of title. *Grace,* in England, was formerly applied to a king, but it is now limited to dukes and archbishops.

48. **NUMERALS BAD FOR MONTHS.** It is not a careful practice to write *1/12/'12* when you mean January 12, 1912. Besides being rather slovenly, the custom forces the correspondent, after a lapse of time, to stop and think what month the numerical designation indicates. Again, the example might mean the twelfth month, first day. *January 12, 1912* is better than *January 12th,* as there is no *twelfth January,* so the ordinal number is not required. Use the cardinal unless you say the *1st of January,* which of course means the first day of January. Avoid also all such abbreviations as ***ult.***, ***inst.***, and ***prox.***

49. **BRITISH FIRM ADDRESSES.** Almost every English firm is addressed as *Messrs.*, even if it be a corporation. This rule is not followed in the United States, where *Dear Sirs* and *Gentlemen* obtain when addressing corporations, according to their dignity, etc. See index for discussion. *Messrs.* may apply in cases like, *Messrs.* Fairchild, Blackman & Redding, attorneys,

or to a firm that is evidently a partnership, not an artificial being known as a corporation.

50. **COLON AND DASH UNNECESSARY.** Theodore Low De Vinne advises omission of the dash in salutations, choosing *Dear Sir:* rather than *Dear Sir:*— or the comma after the *Sir,* as some writers suggest.

51. **AVOID FADS.** Conservative persons, expert stenographers, and others that are careful of the proprieties avoid fads. One in vogue for a year or two runs addresses thus:

> MR. JOHN POLLOCK,
> 3738 Prospect Avenue,
> Kansas City,
> Missouri.
> Dear Sir:
> Your favor of the 5th, etc.

While it is true that no particular harm results from this style, it is rejected by the majority of correspondents, by the Government, and by the Postoffice Department. It is like the fad of printing *five cents the copy, Battery at Commercial Street,* instead of *a copy* and *Battery and Commercial.*

PART II.

SOME SPECIAL TITLES.

52. **MASTER A BOY'S TITLE.** When shall we cease calling a boy a *master?* This is sometimes an embarrassing title, particularly in the United States. A precocious lad sixteen years old would surely resent the appellation, although he is supposed to be a ward of his parents until he is at least eighteen years of age, sometimes until he is of legal age—twenty-one years.

The Oxford Dictionary says: "In early use (*my*) *young master, little master,* occur as designations applied by servants and inferiors, generally to boys and young men of the families of their superiors. From this use developed the custom of using *master* as a prefix to the name of a young gentleman not old enough to be called *Mr.*" It will be seen that no definite year is mentioned.

Miss A. M. Bille, of the Leland Stanford, Jr., University, who searched for further data on this point, reports: "There is not much extant on the question of how to address a boy. When we shall begin to address him as *Mr.* seems to be left entirely to individual discretion. This may depend on his maturity, degree of education, independence, and the like."

White and Wyckoff's excellent little brochure *Yea and Nay of Correspondence,* a book used much by stationers, social leaders, and like classes, says that a boy should be addressed as *Master* until he is twelve years of age. The author quotes no authority, but bases his rule on prevailing customs in the Eastern States of America.

Westlake's *How To Write Letters* is as indefinite as the dictionaries. The author simply says that the title is the proper one to apply to boys.

The Century Dictionary gives *Master* as a title applied to boys, but no age is suggested. The word formerly meant *Mister,* and *Master* is now sometimes used by servants and others in inferior social standing toward their employers and social superiors. However, the men and women who thus use *Master* are few in these days. It was an old-fashioned salutation. The word *Master,* in the meaning under consideration, must not be confused with the same word in the sense of a schoolmaster, as *the master of Rugby,* or head *master* of a London school.

53. **MADAM APPLIES TO UNMARRIED WOMEN.** English is deficient in words of salutation in cases where men and women are addressed. For two or more men, we resort to the French *Messrs.,* an abbreviation of *Messieurs.* For two or more women, we use *Mesdames,* and for one, *Madam,* whether she be married or a young girl. *Dear Miss, Dear Misters, Dear Misses,* and *Dear Missesses* (for two or more married women), would be unbearable.

Westlake says (page 208 of *How to Write Letters*): "The objection to the French *Mesdames* is that it is not yet Anglicized, and its use therefore savors of pedantry. The want of a good native plural of *Mrs.* is a serious defect in the language." It has been suggested also that an unmarried man should have a name that shows his status, as does *Miss* for a woman.

Gavit's *Etiquette of Correspondence* (page 108) says: "The word *Madam* for any lady, young or old, is universal. To call a lady *Mrs.* or *Miss,* without a name after

the title, is to betray ignorance of the commonest forms of civility." It is just as rude to use *Mr.* alone. See also Westlake's *How to Write Letters,* page 209.

Lockwood, in *Lessons in English* (page 260), says: "*Dear Madam* is the corresponding form to use in addressing a lady who is a stranger to you. The French *Madame* is applied only to a married woman, but it is proper to address a lady as *Dear Madam,* whether her title be *Mrs.* or *Miss.*" See also Lockwood and Emerson's *Composition and Rhetoric,* page 131. But see *Madame* questioned in paragraph 31.

Herrick and Damon (*Composition and Rhetoric,* page 133), say: "Single ladies are addressed as follows: *Madam,* referring to single or married lady, to correspond in use to *Sir* or *Dear Sir.*" Such a form as *Dear Miss Jones* implies some acquaintance with Miss Jones.

Newcomer and Seward (*Rhetoric and Practice*), page 191), say: "The business form of salutation for a lady married or unmarried, is *Dear Madam.* Instead of this, the name may, if one prefers, be repeated—*Dear Miss Vaughn.* In the latter case, the address itself may be removed to the bottom of the letter at the left. The only plural of *Madam* is the French *Mesdames,* which is rarely used except with names immediately following when it may be abbreviated—*Mmes. Weller and Stiles.*"

Hill (*Beginnings of Rhetoric and Composition,* page 40), says: "*Madam* is used in addressing an unmarried as well as a married woman." The French form *Madame* should be applied only to a married woman because it is equivalent to our *Mrs.,* or such is the opinion of a number of critical students of the subject.

54. **GENTLEMEN OR DEAR SIRS.** Critics the world over have had their fun over the promiscuous and

unwarranted use of the salutation *Gentlemen,* a word that is often misused otherwise than as a salutation. Used at the outset of business letters to every imaginable kind of partnerships, firms, corporations, and associations, it doubtless reaches many companies whose nearest approach to *gentlemen* is a band of elderly women. The American Desiccated Food Company may be composed of business women, ignoramuses, or swindlers, yet most of the letters that reach it will doubtless begin *Gentlemen* or *Dear Sirs,* which has been suggested as less offensive, yet it may be just as incorrect, if we are to indulge in verbal microscopy. The main objection to *gentlemen* is that it is used less by gentlemen than by anybody else, and that it is not the proper word to designate sex.

Newcomer and Seward's *Rhetoric in Practice* (page 191) offers *Dear Sirs* as more appropriate in the purely commercial letter, although there is not much choice between that salutation and *Gentlemen,* at least in ordinary correspondence. These authors deem *Gentlemen* better for transactions that are on an elevated plane, as in a communication to a firm or company of men of some dignity—educators, attorneys, bankers, brokers, and so on.

Altmaier's *Commercial Correspondence* and other works of high standing give *Gentlemen* as the proper form, with *Dear Sirs* as a variant. They make no distinction as to the propriety of either one above the other.

The general tendency of salutations is toward simplicity. Modern Naval forms omit all salutations as well as conclusions. Even the formal *Sir* is dropped, and the communication ends with the signature, without *Respectfully* or any other closing word. See *Naval* forms.

55. **THIRD PERSON LETTERS.** It is a general practice for society women to write to tradesmen and some others in the third person, as: *"Mrs. John T. Cosgrave,* 2021 Carmelita Avenue, respectfully requests Leidig Bros. to send her ten cans of their best Hawaiian pineapples, either sliced, grated or cubed. Inclosed please find a check for $2.35." See *The Yea and Nay of Correspondence,* by White & Wyckoff, for this form.

In a wider field, letters in the third person are common when sent to the class which "society folk" call inferiors. Gavit's *Etiquette of Correspondence* (page 141) says: "To preserve the just mean between dignity and civility requires wordly knowledge and good judgment.

In business letters in the third person the repetition of names and addresses is often avoided, as: "Will the Baker & Taylor Company kindly send by express forthwith one copy of *The Teachers' Bible,* charging the item to the account of Miss Jean Durham, St. George, Staten Island."

Letters to servants, especially if strangers, run thus: "Mrs. Johnson, of 39 Fulton Terrace, would like Mary McGinty to come to her house (to do scrubbing) on Thursday morning at half past seven o'clock."

Third person letters are common in a higher relation as: "Mr. and Mrs. Jones regret that a previous engagement prevents their acceptance of Mrs. Wilson's kind invitation to dine Monday, December 19, at 8:30 o'clock."

Such a note should contain the month and day, though not the year, in the lower left-hand corner. *Gavit's Etiquette of Correspondence,* page 143.

Monarchs write in the third person, as: "Windsor Castle, July 29, 1909. The King hears that Mr. Wilson intends shortly to return to the United States, and he would be sorry, etc."

56. **DEAR IN SALUTATIONS.** *Dear,* in whatever sense employed, whether before friend, stranger relative, or mere acquaintance, means esteemed, loved, or held in affection. In the everyday *Dear Sir* it must be held to have a very low value, and the word has come to be formal and empty. As it is conventional and ancient, it is likely to remain. See fourth definition of *dear* in *The Century Dictionary.* See paragraph 58.

57. **CONCLUDING LETTERS.** One should conclude a letter to a stranger with *respectfully,* or *respectfully yours.* The second form is better than the first, which is prohibited by most authorities; to an acquaintance: *yours truly, truly yours,* or *very truly;* to a close friend, *sincerely yours.* A woman should sign her notes and letters *cordially yours* or *yours sincerely,* in addressing an acquaintance. To relatives and close friends she may write *yours affectionately* or *yours with love.* She should never sign *Miss* or *Mrs.* unless in parentheses preceding her name, and then only to a stranger.

A man writing to a woman friend should conclude *Faithfully,* or *Faithfully yours.* See *Yea and Nay of Correspondence.*

58. **DEAR SIR AND MY DEAR SIR.** There is a division of opinion as to the meaning of these titles, but the English view seems to prevail. It gives *My Dear,* whether followed by *sir, madam,* or the surname, the rank of formality. *My Dear Sir* has an aloofness

that does not pertain to *Dear Sir,* and *My Dear Sir* is, in fact, a curt address in the United States. See Gavit's *Etiquette of Correspondence,* page 66, for an explanation of this view.

This opinion, being the conclusion of a woman who has written an interesting (and, for the most part accurate) book on social forms, is entitled to consideration. However, there has been, as the author of the book says (page 66), a division of opinion. In fact, so great has been the division that one who addresses a friend in either fashion may raise a question as to the status of the friendship. Of course this would have to be determined by the writer's view of the meaning of the term.

Westlake says (*How to Write Letters,* page 28): "*Dear Sir:* is a more familiar term than *Sir:* and implies previous acquaintance or correspondence. *My Dear Sir:* is more familiar than *Dear Sir:* and implies not only acquaintance, but friendship."

It will be seen that the two views are directly opposite. Under these circumstances many persons avoid *My Dear Sir:* altogether, for the reason that the person addressed may not know its import. Those who feel inclined to use *My Dear Sir:* in addressing friends, avoid it and address the man as *My Dear Jones:* or, if on still closer terms, *Dear Jones:* Doubtful forms, or salutations that are interpreted in two ways, like words of ambiguous meanings, are to be avoided whenever possible.

As between the two forms, the editor of this *Dictionary* accepts the view of Gavit's *Etiquette of Correspondence.* Her book is later than Westlake's, and the English view seems to have spread over this country within the last twenty years.

Professor John Louis Haney discusses the question as follows in the *Ladies' Home Journal:*

In view of the fact that most letters require the use of either *dear* or *my dear* in the salutation, it seems remarkable that there should still be any uncertainty as to the relative intimacy implied by the two expressions. None the less we find the self-constituted authorities at odds upon the matter, and we hesitate to accept as final the decision of any particular "Complete Letter-Writer."

So far as *Dear Sir (or Madam)* and *My dear Sir (or Madam)* are concerned, most writers agree that the former is the more intimate expression. The same holds true in the dictum that *My dear Mr. (Mrs.* or *Miss) Blank* is more formal than *Dear Mr. (Mrs.* or *Miss) Blank.* This may seem illogical, because *My dear* apparently suggests greater intimacy than the unqualified *dear*—anybody's *dear.* It is well to remember that *dear* in such a case is considered as an expression of respect rather than of personal regard; without *my* it is possible that *dear* approaches more nearly to its present accepted meaning.

The uncertainty becomes greater when the person to whom the letter is addressed is mentioned by the given name. Those who uphold uniformity of usage insist that *My dear John* is less familiar than *Dear John.* Other authorities maintain that the intimacy implied by the use of the individual name gives a distinctly possessive value to *my* and carries with it the modern meaning of *dear.* As the matter has never been settled, every one is at liberty to follow the usage that expresses his personal preference.

When the stage of intimacy is such that the writer is prompted to use the word *dearest* the academic authorities have no advice to offer. There is an old story of a jealous wife who objected to being addressed as *Dearest Maria* in her husband's letters because it seemed to imply that there were other Marias who were perhaps only less dear than she. Her argument was a poor one, because even as *Dear Maria* she must have been distressed by the thought that there was a possible *Dear Jane* or even a *Dearest Nancy.*

59. **PRESIDENTS OF INSTITUTIONS.** Letters to the executive heads of universities, banks and corporations should be addressed thus: David Starr Jordan, D. D., L. L. D., president of Stanford University, or Professor David Starr Jordan, president of Stanford University. The president of a bank or corporation should be addressed as *Esq.,* with president of the Bank of Monterey (or as the case may be) following. See Gavit's *Etiquette of Correspondence,* (page 90). The rule is universal. Altmaier's *Commercial Correspondence,* (page 16), says that the titles of superintendent, agent, cashier, treasurer, and secretary follow the same form as: *Mr. Louis Burbank,* superintendent Iowa Experiment Farm; *Samuel Miller, Esq.,* agent Columbia Talking Machine Co.; *Edwin K. Ames, Esq.,* cashier of Drovers' Bank; Miss Ida Johnson, treasurer of Carmel Arts & Crafts.

60. **DIPLOMATIC SALUTATORY TITLES.** In the diplomatic service salutations are governed by the degree of nobility or gentility, so-called, for the person holding the post. The usual form is *Your Excellency.* This, though not applicable to Americans, is proper to and really expected by officers from monarchies. See Keim's *Handbook,* (page 221). Foreign governments usually apply *Your Excellency* to Americans, though an American should not address another in this way.

Ambassadors, legates, nuncios, and others have a representative character, but mere diplomatic agents sent out on extraordinary missions do not, on that account, gain rank or special title. As indicated by Keim, the person, rather than the post, is given the title of gentility, etc., which belongs to him, thus: *Sir Julian Pauncefote,* Eng-

lish ambassador; *Comte Cassini,* Russian ambassador; *Baron de Fugazzi,* Italian representative; *Ali Kuli Khan Bey,* minister from Turkey.

Aside from individual titles, it is a good rule to address any member of a foreign legation as *Your Excellency.* If there is no individual distinction, the title *Honorable* is given, and the rank follows the surname, as: *Honorable John H. Leighton, ambassador to the Court of St James.* See Gavit's *Etiquette of Correspondence* (page 91).

61. **FEDERAL OFFICERS ADDRESSED AS ESQ.** It is the general custom to address the heads of Federal bureaus, assistant secretaries, comptrollers, and auditors of the Treasury, clerks of the Senate and House of Representatives as *Esq.* Although they are often given the title *Honorable,* the best usage is against it, and the Government discourages the practice, by using *Esq.* The tendency toward simplicity is universal in these cases.

62. **CLERICAL SERVICE.** All Catholic and Episcopal bishops are to be addressed as *Right Reverend,* which may be abbreviated *Rt. Rev.* Methodist bishops are addressed as *Reverend.* A Methodist presiding elder is addressed as *Reverend,* which title also applies to rectors, ministers, priests, rabbis, and readers. See Roman Catholic Forms, also Reverend.

63. **RABBIS ARE REVERENDS.** It is not proper to address a rabbi as *Rabbi Solomon Levi.* He should be addressed as *The Reverend Solomon Levi.* See Westlake's *How to Write Letters* (page 219), *Rabbi* means *my master* or *my lord.* The term is applied in modern times to those who are authorized by ordination to decide legal and ritualistic questions, etc. *Reverend* means worthy of reverence, or fit to be revered. It is

therefore applicable to the expounders of the Gospel in general, and embraces those of every creed, including the women holding certain positions in Catholic orders.

64. **LEGISLATURES AND LIKE BODIES.** It is customary to address the president of a legislative body, because he is its chief representative. Even if addressed to the body itself, the communication goes to the President, after which he formally presents it. Frequently communications are sent: "To the President and other members of the Senate (or Honorable Senate of New Jersey." The salutation is *Honorable Sirs:* A somewhat more stately form, following the custom prevalent in the United States Senate is: "To the Honorable the Senate of California." The salutation is, *Honorable Sirs:* or, *May it please your Honorable Body,* or *May it please the Honorable Senate.* See paragraph 72.

65. **UNITED STATES SENATE.** The form of address is: "To the Honorable the Senate of the United States in Congress Assembled." The salutation is *Honorable Sirs:* or, *May it please Your Honorable Body,* or *May it please your Honorable Senate.* If the communication is sent to the President of the Senate it runs; "To the Honorable the President of the Senate of the United States." Another stately form in common use is: "To the Honorable Roger Sherman, president of the Senate of the United States." In either case the salutation is *Sir:* or *Honorable Sir.*

66. **HOUSE OF REPRESENTATIVES.** See title United States Senate. The address and salutation are the same as to the Senate, excepting, of course, the change of name.

67. **SPEAKER OF THE HOUSE.** The Speaker of the House, like the President of the Senate, is the executive head of the body over which he presides. Communications sent to him in his official capacity are by him presented to the House. He should not be addressed by name. The form is: "To the Honorable the Speaker of the House of Representatives." The salutation is *Sir:* or *Mr. Speaker.* See next paragraph.

68. **HONORABLE APPLIED TO COLLECTIVE BODIES.** The use of *Honorable* as a salutation applicable to collective bodies, such as legislatures, is sanctioned by custom and authority. Westlake says (*How to Write Letters,* page 227): "The title *Honorable* is generally applied to legislative bodies when addressed collectively, even though the individual members are not entitled to it."

This rule applies to the legislative bodies of cities as well as to those of states and of the Nation. Thus, we should address *the Honorable the Board of Supervisors,* or *Board of Aldermen,* or *Board of Trustees,* as the case may be. The President of such a body is frequently addressed (as its chief representative), in which case, however, he presents the communication to the body. See paragraph 64.

69. **ADDRESSING A COURT.** The prevailing form in addressing a court composed of several judges is: *To the Honorable Judges of the Superior Court.* The salutation is: *Your Honors,* or *May it Please Your Honors.* Petitions and letters alike take these forms.

70. **BOARDS OF SUPERVISORS, EDUCATION, ETC.** A usual and proper form is: *To the President and other members of the Board of Super-*

visors. Of course the correct corporate name must be used, whether to a board of supervisors, trustees, health, etc. The salutation is either *Sirs:* or *May it Please Your Honorable Body.*

It should be remembered here, as elsewhere, that the more correct method of procedure, as in the case of the Federal Senate, is to address the president of the board or body in question. The form then is: *To Clare Bartlett Irving, Esq., president of the Board of Education, San Francisco.* The salutation is *Sir.*

The foregoing form applies to commissioners, directors, and like bodies, as: the Fire Commissioners or Commission; Fish Commissioners or Commission; Forest Controllers; Game Wardens, etc.

71. **PETITIONS TO LEGISLATIVE BODIES.** These forms are substantially the same in National and state bodies. The form is: "To the Honorable the Senate and House of Representatives of the Commonwealth of South Carolina." If the name of the lower house is assembly, etc., it should be used. The beginning is: "The petition of John Jones humbly showeth" or (more modern): "The undersigned respectfully represents." The usual close is: "And your petitioner (or petitioners) as in duty bound, will ever pray."

72. **PETITIONS TO CONGRESS, OR EITHER HOUSE.** These are the same as Petitions to Legislative Bodies. See paragraph 64. But there is this difference in the address—*in Congress Assembled* is added, thus: "To the Honorable the Senate and House of Representatives of the United States in Congress assembled." If the petition is to the Senate alone or to the House of Representatives alone, it should be addressed to the

body for which intended, as: "To the Honorable the Senate of the United States in Congress Assembled." Even one body is *in Congress assembled.*

73. **MILITARY FORMS.** One should know how to address officers of the Army. The prevailing forms employ the military title as a salutation—*General: Colonel: Captain:* etc., in addressing all whose grade is higher than lieutenant. He is addressed as *Sir:*

74. **GENERALS.** The form of address is: *To General Nelson A. Miles, Commanding the armies of the United States.* Another form is: "General Nelson A. Miles, Commanding, U. S. A." Still another form is: "To the General of the Army." In each case the salutation is *Sir:* if very formal. The titles *General, Colonel, Captain,* etc., are more common in the Army.

75. **COLONELS.** The form is: "Colonel Ashley Schrantz, Commanding First Cavalry." Another form is: "Colonel Ashley Schrantz, U. S. A." In either form the prevailing salutation is *Colonel:* although *Sir* may be used.

76. **OTHER OFFICERS.** The same general form prevails, except that lieutenants are addressed *Sir:* at all times, never *Lieutenant.*

Gavit's *Etiquette of Correspondence* (page 97) says that the Army, under War Department regulations, follows the custom of addressing the office, not the man. A frequent form is, therefore, simply: *To the General in Command of the Army of the United States.* This form should be limited perhaps, to the War Department. The preceding forms are better for citizens.

The War Department officers holding geographically named departments, thus: *To the Commanding Officer,*

26 U. S. Infantry, rather than, *Colonel Tom Jones, Commanding,* etc.

77. **QUARTERMASTER-GENERAL.** The form of address is: *Major-general Michael Hoskins, Quartermaster-general.* The salutation is *Sir:* or, sometimes, *General:* Often, however, the office itself is addressed, the officer not being named at all. See paragraph 76.

78. **NAVY OFFICERS.** The forms prevailing are much like those in the *Army,* but the old salutation in the Navy was always *Sir:* The address, consisting of the name, title and command is written at the bottom of the communication. The following is from the Navy Regulations: "Line officers in the Navy, down to and including Commander, will be addressed by their proper title; below the rank of Commander, either by the title of their grade, or *Mr.* Officers of the Marine Corps, above the rank of 1st Lieutenant will be addressed by their military title, brevet or lineal; of and below that rank, by their title of *Mr.* Officers not of the line will be addressed by their titles, or as *Mr.* or *Dr.* as the case may be." See paragraph 82.

79. **THE ADMIRAL.** The form is: "To Admiral Robley D. Evans, Commanding the Fleets of the United States." Another form is: "Admiral Robley D. Evans, Commanding U. S. N." A simpler form is: "To the Admiral of the Navy." The salutation is always simply *Sir:*

80. **COMMODORE.** The form is: "Commodore Frank Miller, Commanding South Atlantic Squadron," or whatever the command may be. Another form is: "Commodore Frank Miller, U. S. N." As in every other case the salutation is *Sir:*

81. **A CARDINAL RULE.** Base your addresses and salutations on the foregoing models, and use *Sir:* as the salutation in every case not specified or when new posts are created.

82. **SIMPLER FORMS.** The tendency toward simplicity in Naval forms is seen in the recent elimination of all salutations and closing forms. This excision applies in every department communicating with any other. It is doubtful, however, whether the official form would be proper for a civilian to use when addressing any officer of the Navy. The official form, severely simple, runs thus:

From: The Commanding officer,
To: The Secretary of the Navy.
SUBJECT: Transfer of Men.

The letter is limited to one subject, though several paragraphs may be used. These are numbered, and the body of the letter runs somewhat as follows:

1. In accordance with instructions contained in Article 222, etc., I have transferred..... this day to the U. S. S. California.

2. I would suggest that you immediately, etc. These men are able and fit to be transfered.

Signed. .....

83. **MILITARY AND NAVAL ETIQUETTE ENFORCED.** In the Army and Navy, questions of form are attended to with care. Minute specifications are promulgated, and the rules cover the phrasing, ink, paper, folding, and superscriptions. Failure to observe the prescribed forms results in reprimands. Titles are never abbreviated. The War Department, like most of the other departments of the Federal Government,

addresses the office, not the man, and subordinates personality, as elsewhere shown.

84. **STATE DEPARTMENTS.** It is a safe plan to follow the Federal custom—let the office absorb the individual. This gives us: "To the Secretary of State, Sacramento, California." Another form, however, is: "The Honorable Charles Forrest Curry, Secretary of state, Sacramento, California." This second form should be reserved for intimate correspondence, such as letters from political and personal friends. The same rule applies to the great executive departments of states—attorney-general, treasurer, etc.

85. **CABINET OFFICERS.** As a general rule, address the office rather than the individual. If a personal letter the form is: "The Honorable William H. Taft, secretary of War."

86. **MAYORS.** Altmaier gives the form: *To His Honor P. H. McCarthy,* with the salutation *Sir:* The address would be: *Honorable P. H. McCarthy, Mayor of San Francisco.* This form is frequent, and many persons use *Your Honor: Your Excellency,* etc., as salutations. Consult heading Official Titles, where the Federal Government's form is given—simply: *To the Mayor of Boston.* The salutation is *Sir:* Titles are in disfavor, and simplicity is the rule. Consult various sections of this *Dictionary* for corroboration of this view. The main point to be observed in that the office absorbs the individual. In strictly official business the office, not the man, should be addressed. This is a good American business rule having the sanction of high authority. See paragraph 87.

87. **FEDERAL GOVERNMENT THE MODEL.** It has been suggested by several investigators, that those who are from time to time devising forms of address and salutation for new municipal and state boards, commissions, and other offices and departments should follow the simple and throughly democratic forms in use by the National Government. No government in the world has ever been so free from titles indicating the division of society into classes as is our own Government at Washington. The cardinal rule is simplicity, as: *To the Governor of California,* with *Sir:* as the invariable salutation. *To the Mayor of Boston:* is the form for mayors, with *Sir:* In other words, as the President of the United States is addressed in the same simple, businesslike way, the Government sees no reason for departing from the the rule in other cases. The office absorbs the individual. The tendency of some cities and states to multiply adjectives and empty appellations—*Honorable, Excellency,* etc., should be discouraged. Ordinary envelopes are not large enough for extended titles of honor and courtesy, especially when there is a recognized form that is simple and democratic.

88. **REVEREND AND HONORABLE MUST BE PRECEDED BY THE, AND ARE NEVER PLURALS, BECAUSE ADJECTIVES.** Contrary to the slovenly practices of some daily newspapers, such titles as *reverend* and *honorable* should be preceded by the definite article *the.* Miss A. M. Bille, of Stanford University, gives the rule thus: "*Reverend* should always be preceded by the definite article and be followed by the personal or baptismal name, initials, or title of courtesy when used as a title."

One of the best discussions of this question extant is by Mr. Gould, in *Good English,* page 56. He says: "The omission of the definite article before the words ***honorable*** and ***reverend,*** when one speaks of persons entitled to those epithets, has become very common of late; but the author of this book is not aware of anybody's having assigned a reason for the omission. Its propriety may be tried by the process of illustration. Admit, for the sake of argument, that adjectives do not, when so used, require the article, or any other prefixed word; and then see how the omission effects this paragraph:—

"At last annual meeting of Blank Book Society Honorable John Smith took the chair, assisted by Reverend John Brown and Venerable John White. The office of secretary would have been filled by late John Green, but for his decease, which rendered him ineligible. His place was filled by inevitable John Black. In course of the evening eulogiums were pronounced on distinguished John Grey, and notorious Joseph Brown. Marked compliment was also paid to able historian Joseph White, discriminating philosopher Joseph Green, and learned professor Joseph Black. But conspicuous speech of evening was witty Joseph Grey's apostrophe to eminent astronomer Jacob Brown, subtle logician Jacob White, and sound mathematician Jacob Green. His reference to learned Jacob Black was brilliant hit. Profound metaphysician Jacob Grey was not forgotten, and indefatigable traveler Peter Brown was remembered by a good anecdote. Clever artist Peter Grey was, in fact, only celebrity omitted."

The Faulty Diction Department of the *Standard Dictionary* says that the titles ***reverend*** and ***honorable***

require the definite article *the,* as: *the* Reverend John Brown or *the* Reverend Mr. Brown, if his baptismal name is not known or used. It condemns *Reverend Brown,* as often used, particularly in the West, says the editor. With this view all authorities agree, though at least one pleads for the omission of *the* as we shall see.

Ayres' *Verbalist* (page 246) and Richard Grant White insist that *the* is required, the words being adjectives. Vizetelly's *Desk-book* abides by the *Standard Dictionary's* decision for *the.*

Luce's *Writing for the Press* (pages 80-81) holds that those who insist on *the,* especially in hurried newspaper work, are purists. Furthermore, he suggests that these appellations have practically become titles, despite the denial of this fact by hair-splitters. He says the sticklers inadvertently admit this fact when they advise us to capitalize *Reverend* and *Honorable* when preceding a name or names. Luce's argument and illustrations are interesting, but the critics do not agree with his view. He insists, however, that usage is overriding the critics and that their contention is destined to be forgotten, or remembered only as a curiosity in the evolution of language.

The *reverends* and the *honorables* are not proper plurals, as these words are adjectives that should be followed by the names to which they belong and which they qualify.

On page 234 of the *Inland Printer* for May, 1907, Teall says that *reverend* and *honorable* should be preceded by the definite article and followed by the given name, initials, or Doctor, or Mr. as 'the Reverend John Smith,' 'the Reverend Mr. Smith,' 'the Reverend Doctor Smith.'

Standard Dictionary: "Reverend as a title should, like Honorable, in strict propriety have the definite article, the phrase being adjectival; as, the Reverend Thomas Jones, or, if the first name is not used, we may say the Reverend Mr. Jones. Reverend Jones, often used in the western United States, is harsh, if not rude."

Lewis, *A Second Manual of Composition.* (Under Faulty Diction) p. 273: "Words are closely allied to manners; and when you hear a person speak of a clergyman as 'Reverend Jones' instead of 'Reverend Mr. Jones,' you naturally think of the speaker as a person who eats with his knife."

Genung, *Outlines of Rhetoric,* Appendix III, p. 326: "Reverend, as a title, not to be used without the *the*—The Reverend."

Vizetelley, *A Desk-Book of Errors in English,* p. 186: "*Reverend,* abbrebiated Rev., as a title, should, like *Honorable,* be preceded by the definite article, the phrase being adjectival; as *The Reverend* Thomas Jones."

89. **GOVERNORS' TITLES.** Contrary to a prevalent notion, the governors of states need not be addressed as *honorables* unless they are named, as, the Honorable John Jones. The title *Honorable,* preceding the name of the office, is not proper. Furthermore, most communications should be addressed to the office rather than to the man. The office of governor is a high one, and the title *Governor,* like that of *President,* is one of dignity. It needs no such prefix as *Honorable,* yet we often see *the Honorable the Governor of Kentucky,* which is always wrong.

Keim's *Handbook of Official Etiquette* (page 122) says that the title *Honorable* "is a proper title of respect as applied to a governor *if he is addressed by name.*" But

he should not be addressed by name in official communications. In the high offices of the land we address the office, not the man. When, then, do we apply *Honorable* to a governor? Editors, lecturers, public speakers, and all who write or speak of the governor of a state by name should use this form, *The Honorable Thomas Woodson*— and the title "survives the term of office and is good for life."

An intimate personal friend, writing a purely personal letter to the chief executive of a state, would address him by name, prefixed by the title *Honorable,* and followed by the name of the office, as: *Honorable Hiram Johnson, governor of California.* Such letters, being informal, should begin in some such way as *My Dear Governor,* or *Dear Governor.* One should be on social relations with a governor before departing from the regular salutation, which is *Sir.*

Keim's *Handbook of Official Etiquette* (page 121), says: "The titles applying to state officers vary in different localities. In some states the chief executive officer is addressed as *The Governor,* in other states *His Excellency the Governor,* or *His Excellency the Governor of California.* The rule which applies to the chief executive officer of the Nation, and which was determined after full discussion in the Convention of 1787 and in the early Congresses, in a large measure composed of the men who had been conspicuous in the actual struggles of the people against the British King and Ministry might be regarded as the exponent of the spirit of American institutions. The title, *The Governor,* therefore is always correct in official communications, ... governor of ..... in cor-

respondence, and *Governor,* when addressed in person. * * * In some states the form of address in person is *Your Excellency.* The President, Vice-president, the Chief Justice, and the Governor of a state are officially addressed by their official titles, and in person by the prefix Mr. with the title."

It should be noted that the same rule applies to United States senators, the *Mr. Senator, Mr. Governor, Mr. Justice* being more formal than the omission of *Mr.* It should also be noted that the custom of *Mr. Governor,* although recommended, has never become popular. Usually it is simply *Governor,* a democratic term.

The governor of a state bears the same relation to the social superstructure within his jurisdiction that the President bears to the social world of the Nation.

By corresponding with the Department of Justice and the War Department of the United States the author learned that these departments address governors thus: *To the Governor of the State of Nevada, Carson City, Nevada.* The salutation is *Sir:* This form is for the most part suitable for the general public. The complimentary close of a letter to a governor should be, like that to the President and other high officers, rather formal, as: *I have the honor to be (or remain) your obedient servant,* or, *with the highest consideration,* or, *with much respect, your obedient servant.* The *your obedient servant* should, of course, be the conclusion in all the forms suggested. Sometimes, however, the conclusion *very respectfully* is sufficient, according to the tenor of the communication.

Westlake's *How to Write Letters* (page 214), says that *His Excellency* is the legal title of the governors of

two states only; but so repugnant were all titled forms to the founders of our National and state constitutions and laws that, with the two exceptions, no civil titles other than those naming the officers have legal recognition. This view is given also by Keim and others

Gavit's *Etiquette of Correspondence* (page 95), notes that *His Excellency* seems to be accorded by courtesy to governors. If one desires to bestow this somewhat un-American title of courtesy upon a governor, despite the fact that it is not even a proper address for the President, the form of address is: *To His Excellency the Governor of California,* or simply, *To His Excellency the Governor.* The salutation in the simple form (where *Excellency* is omitted) is simply *Sir*: As superscription and salutation should agree, one who uses *Excellency* once must repeat it, as *Your Excellency,* following the address *His Excellency.* Familiarly, though not the best usage, the address is the same, and the salutation is *My Dear Governor Curry.*

It is the opinion of the editor of this work and many of his correspondents that we should discourage the title *His Excellency,* and follow the simple American rule that is applied to the President. *Governor* is itself a higher title than any of the flattering appellations borrowed from the times when there was much obeisance in the presence of royalty, and when manners were based on the idea of the Divine right of kings.

Keim aptly says (page 143): *"Excellency,* properly speaking, has no place in the titular code of the United States, either official or civil, and *Honorable,* by courtesy, only to a very limited extent."

It might be noted, in this connection, that *governor,* for father, is provincial English, and slang.

In Irving's *Life of Washington,* chapter LVIII, he quotes General Charles Lee thus: "I would as lief they would put ratsbane in my mouth as the *Excellency* with which I am daily crammed. How much more true dignity was there in the simplicity of address among the Romans! Marcus Tullus Cicero, Decius Bruto Imperatori, or Caio Marcello Consuli, than to 'His Excellency Major-general Noodle,' or the 'Honorable John Doodle.'"

But all generals were addressed as Excellency in the time of Washington.

Excellency, says the *Encyclopedia Britannica,* was first used by the Frank and Lombard kings and was applied to Charlemagne. Henry VIII first assumed Majesty, prior to which kings were excellencies. Excellency is now applied to the viceroy of India, to the lord lieutenant of Ireland, to all governors of colonies, and ambassadors. In the United States the title is not applied to the president, but France calls him *Excellency* and Belgium refuses it. In France the title is applied to the president, but not so in Switzerland. It is part of the proper address in the South American republics. In Germany it is applied to the imperial chancellor, to the principal secretaries of state, etc. It is common in Russia from major-general upwards. In official service the title is reserved for ambassadors and to envoys by courtesy.

Of *Excellency* the *Oxford Dictionary* says that the quotations show that it was formerly applied to royal personages, to ladies, and others, though in England now limited to ambassadors, ministers plenipotentiary, governors (extended also to their wives) and certain other high officers. *Excellence,* the older form, is archaic or obsolete.

The *Century Dictionary* says *Excellency* is a title of honor given to governors, ambassadors (as representing not the affairs alone but the persons of sovereign princes, to whom the title was formerly applied), ministers, and other high officers. The title *His Excellency* is given to the governors by the constitutions of New Hampshire and Massachusetts; and it is conventionally applied to the governors of other states and the president of the United States and sometimes to the incumbents of other high

offices. The *Century* fails to note, however, that the title is an erroneous one, applied to the President. Webster's *New International* is more accurate, in saying that the application of the word to governors and the President, as well as to other high officials, is a loose use of the title.

90. **HONORABLE AS A TITLE.** The indiscriminate use of *Honorable,* preceding the name of an officer of National, state, and municipal governments has given the humorists an opportunity to create many laughable situations. It should be understood that there is no such official title, nor does the law in any way recognize it. It is distinctively a title of courtesy. As custom makes law, however, we must recognize that *Honorable* has been recognized until it is far too common. Its frequency has robbed it of its dignity.

The dictionaries record the current use, but are not discriminating. They leave the selection "in the air." Keim's *Handbook of Official Etiquette* prefaces its treatment of titles with the remark that "the spirit of American institutions is averse to titles, though popular favor sustains their use by courtesy, profession, or rank."

Alden's *Manifold Cyclopedia* says: "The disposition of the Government and of most cultured citizens is to ignore titles as far as propriety will admit."

Keim says (page 122): "Under the strict rule of propriety the title *Honorable* can be used only by the heads of the great executive departments of the Nation, the judges of the United States courts, the senators and representatives of Congress, the governors of states, judges of state courts, and the mayors of cities. The President, the Vice-president, the Chief-justice, and the governors of states are addressed by their official titles and in person by the prefix *Mr.* preceding the title."

For illustrations of the application of *Honorable* to the governors of states, see paragraph 89. In general, the office, not the man is addressed. We speak of a governor as *Honorable James Gillett,* or an intimate friend might use the Governor's name, preceded by the title. Otherwise the name of the individual is not used, and *Honorable* does not precede the name of the office.

It should be borne in mind that the only person in a bureau to whom the title *Honorable* is applicable is the chief. A contrary custom has grown up and been recommended by some writers on the subject, but Keim says it is contrary to the strict rule and to the prevailing practice at the National Capital.

Westlake's *How to Write Letters,* (page 215), says: "The abuse of *Honorable* has brought it into such disrepute that, without a knowledge of the character and services of those to whom it is given, it has come to have little significance. Only those whose abilities, character, and services have caused them to be elected or appointed to the most important and responsible trusts of the Nation, or of a state or city, are entitled to be enrolled as *Honorable.*"

This is slightly ambiguous, seeming to leave the conferring of the title to the individual who addresses the officer Keim's rule seems to be more definite. We should know to what offices the title is to be invariably applied.

On page 219 Westlake says that the authorities have long been divided in opinion as to whether the title *Honorable* should be applied to members of the legislatures of states. It is the practice of the States Department at Washington to apply the title *Esquire* to members of both houses of a state legislature; but in most states the

custom is different. *Honorable* is usually applied to senators and assemblymen, or legislators, as they are sometimes called. The weight of authority is for *Honorable* in the case of a senator and for the speaker of the lower house. *Esquire* may be applied to others, although courtesy usually makes them *honorables.*

It should be noted that *Honorable* was originally objected to because it was a Colonial appellation. Some of the Revolutionary fathers said the country would be disgraced if men of rank were to be called *Honorable,* a word which then applied to the justices of every court.

For the most part, says Keim, *Honorable* applies to offices below that of the governor of a state and the President of the United States. It is applied to men exercising executive, legislative, judicial or municipal authority, thus applying to the heads of the executive departments of National or state governments, as well as to those in similar positions in cities. Judges of courts, mayors of cities, legislative bodies, addressed collectively —and this includes municipal legislative bodies—are entitled to the appellation. Unlike governors of states, those of territories, being appointed, are addressed as *Honorables.*

The title *Honorable,* unlike that of governors, senators, presidents, and some others, lasts for one's life.

Officers whose rank is not high enough to entitle them to the title *Honorable* are addressed as *Mr.* or *Esquire,* the latter being the more dignified term. See paragraph 91.

As intimated, the dictionaries do not make the distinctions herein indicated, but they record usage rather than offer advice. *The Century* says *Honorable* is "an epithet put before a person's name as a conventional title of distinction. In Great Britain this

title is bestowed upon the younger sons of earls and the children of viscounts and barons, and upon persons occupying official places of trust and honor; also upon the House of Commons as a body. In the United States it is commonly given to persons who hold or have held any considerable office under the National or state governments, particularly to members and ex-members of Congress and of state legislatures, also to judges, justices, and some other judicial officers."

It will be seen that *The Century* omits mayors; that it does not note that heads of executive departments are entitled to the title; and that it makes no mention of the division of authority as to the propriety of calling state senators, etc., *honorables.*

Following the Federal custom, the public bestows the title *Honorable* on the heads of great executive departments in states, whether the holders of the office be appointed, as in the case of commissioners, or elected, as in the case of treasurers, secretaries of state, and so on. It should never be forgotten that the title in question is simply *honorific,* not legal nor official.

Legislative bodies are addressed as *Honorable,* even when their members individually are only *esquires.*

Honorable, says the *Encyclopedia Britannica,* is widely applied. Marquesses are *most honorable;* earls, viscounts, and barons *right honorable,* as are privy councillors, including the lord mayor of London and the lord provost of Edinburgh during office. The title is mainly confined to sons and daughters of peers and the common style of the younger sons of earls and the children of viscounts, barons and legal life peers. In the British colonies *honorable* is given to members of executive and legislative bodies and to judges during service.

91. **MR. AND ESQ.** Much confusion exists concerning the proper use of these old titles, Mr. having been *master,* and *esquire* having had peculiar application in England and, in this country, to lawyers. Many persons imagine that *esquire* (usually written *Esq.* after a man's name) is more than half obsolete as an appellation. *The Century Dictionary* notes that the use of *Esq.* is less common than some years ago. Lexicographers to the

contrary notwithstanding, *Esq.* refuses to die, and it has its proper dignified place in social and official life.

Throughout the United States *Mr.* and *Esq.* are to a large extent interchangeable, though there are well defined distinctions which should be observed in employing them.

It is probably known to everybody that *Mr.* is a word of much wider application than *Esq.* Other things being equal, say Newcomer and Seward (*Rhetoric in Practice*), *Mr.* is to be preferred, but there are some neat distinctions that should be observed.

Mr. is applicable in one way or another to men of every rank and station, either alone or in combination with some title that follows it. It is applied to high and low alike, a flexible, democratic, yet aristocratic, word.

We address the President of the United States, if we address him properly, as *Mr. President;* a United States senator as *Mr. Senator;* a governor as *Mr. Governor* (although the *Mr.* is too often dropped); the Chief Justice of the Supreme Court of the United States, or a chief justice of a state supreme court, as *Mr. Chief Justice;* each of the secretaries of the great executive departments of the Federal Government and the secretaries of the executive departments of state governments as *Mr. Secretary;* a commissioner as *Mr. Commissioner,* and so on through the long and intricate lists, high and low officers making no objection to the appellation—the same simple *Mr.* that is applied to the humblest. The man of rude habits and menial pursuits is addressed as *Mr. John Brown.* It would be manifestly improper to dignify him with the title *John Brown, Esq.,* even though *esquire* has been used indiscriminately for generations.

The range of *Mr.* is thus seen to be very sweeping—a title of dignity, fit for the highest; one of simplicity, proper for the lowliest.

Although it would unnecessarily dignify a man of inferior social standing, or an officer holding a small place, to call him *esquire,* it would, on the other hand, belittle, or at least minimize the status of one holding an important office, or occupying a social position of importance, to write *Esq.* after his name. He might be entitled to be elevated to the class of *honorables,* or might be a *Mr. Senator, Mr. Secretary,* or even *Mr. President.*

The Federal Government's great executive departments —War, State, Interior, Justice, etc.—put *Esq.* after the name of an officer whose rank is too low to justify *Honorable.* Of course, *Esq.* can not be put after the names of many high offices, for the reason that the names of individuals, in many of these, is lost in the office. For example, it would not do to write *the Secretary of the Navy, Esq.,* not yet to write the name of the Secretary; for this office alone is known in correspondence, the name of its occupant being dropped.

Aside from official relations, *Esq.* is applied to a man of some prominence in the social and business world, or in one of these spheres. In aristocratic countries, where some kinds of toil are sharply classed as inferior, or menial, the term *Mr.* is invariably applied to those following such vocations. Much as we pretend to object to class distinctions in the United States, the same rule prevails to a very great extent—and properly so. As *esquire* is either an official or a social title, it would be ridiculous to apply it to those possessing neither official nor social place. To address an ignorant, boorish fellow as *esquire* (unless he should become entitled to it by the

popular suffrage) would be a palpable misuse of language.

It is true, however, that in the United States it is contrary to the spirit of our institutions to make too close a division of occupations. It is evident that many callings, however honestly pursued, merit no titular distinction. Unless a man be a scavenger, dog-catcher, and so forth, he might, with attainments, refinement, training, and heroism, win such a place as to entitle him to the title *esquire.*

An old custom gives the title to members of the legal profession without question. See Westlake's *How to Write Letters,* page 209.

The *Encyclopedia Britannica* says that *Esquire* (*scutarius*) was formerly a shield-bearer, and originally stood in rank just below the knight bachelor. The title has been loosely used from the beginning. In practice it is now given to "any one who can bear the port, charge, and countenance of a gentleman." The *Encyclopedia* adds: "It is still not customary in Great Britain to address a well to do person engaged in trade as *esquire* at his shop; it would be offensive not to do so at his private residence.' It notes that the appellation is almost obsolete in the United States. This latter statement is too sweeping. The title is almost universally applied to lawyers, to certain ranks in official life, and by the departments of the Federal Government to sundry classes. The Librarian of Congress addresses authors as esquires, and several other Federal departments follow the same rule. See index.

Keim aptly says (*Handbook of Official Etiquette,* page 225): "The indiscriminate use of this title in the United States has much detracted from its force in address. It should never be applied in the United States except to a person of years in social standing. In England it goes to men of rank—sons of peers, etc."

Mr. Keim has elsewhere explained that the title is properly applied to men holding certain offices, this regardless of their social standing.

The Federal Government applies *esquire* (not *honorable*) to members of state legislatures, including the senates or upper houses. See title *Honorable.*

Westlake says (page 215): "All civil officers not having a right to the title *Honorable,* are addressed as *Esq.* The salutation is *Sir.*" Gavit's *Etiquette of Correspondence* (page 95) says: "Between the use of *Mr.* and *Esq.* there is generally this distinction: *Mr.* applies to all classes, high and low, but *esquire* is confined to social life or to men of prominence. It is a synonym of *gentleman.* In England it is the accepted term for all owners of landed estates. * * * *It is good form in all correspondence between equals* to use the title *Esq.* in the address."

Altmaier's *Commercial Correspondence,* a recent and scholarly work, says that the title *esquire* is given especially to lawyers and justices of the peace, "and very commonly to any man as a mark of respect."

Conklin's *Writing-desk Book* (page 103) says that *esquire* is applied to persons of some prominence in society.

Mr. was not offensive to Webster, Gladstone, Lincoln, and other eminent men. It is not offensive to officers of the Army and Navy whose rank is below that of captain, and for this reason they use *Mr.* on their cards.

The Century Dictionary says *esquire* is a title of dignity next below that of *knight.* In England this title (*esquire*) is properly given to the eldest sons of knights and the eldest sons of the younger sons of noblemen and their eldest sons in succession, officers of the king's courts and of the household, barristers, justices of the peace while in commission, sheriffs, gentlemen who have held commissions in the Army and Navy, etc. *The Century* notes that the title is conceded to all professional and literary men in England, and that it belongs properly to lawyers in the United States, although often appended to any other man's name as a mark of respect, particularly in the addresses of letters. It might have added that the over-use of the title has robbed it of its value. In its place, however, it is proper.

In concluding this sketch, a brief editorial from *Leslie's Weekly,* published a few years ago, may shed light on the question. The view expressed is as follows:

"A great deal of confusion evidently exists in the American mind in regard to the proper use of the more or less honorary appellation *Esq.* Some restrict its use to members of the legal profession, but the larger number of people apply the term indiscriminately to masculine names as fancy or impulse may chance to dictate. No rule appears to exist in regard to the matter, although in the interests of propriety and precision of language there ought to be some rule. Perhaps a recent order issued to the clerks of the English postoffice department may be helpful in this direction. This order is to the effect that *Esq.* shall be used in the future in addressing all male correspondents unless they *are evidently laboring men, personal servants, or tradesmen.* In case of doubt the *Esq.* must be used. Depositors in savings banks are not entitled to the *Esq.* It is not easy to see just why some of these exceptions have been made, but what would be the good of a rule if there were no exceptions?"

92. **SOME TITLES EXPIRE WITH OFFICE.** All titles of Federal officers—except in the Army and Navy—expire with the term of office. This rule applies to the executive, legislative, and judicial branches. See Keim's *Handbook of Official Etiquette.* Although this rule should apply to state officers, it is grossly violated. Federal and state officers who were properly addressed as *Honorables* are to be so addressed after their terms of office expire, but the custom of calling men *governors* after their terms expire is to be discouraged. There can be but one governor of a state at any one time. To address a man as *governor* when he is not a governor is to raise an embarrassing question as to his jurisdiction at the time he is erroneously given the title. He may be a *former* governor or an *ex*-governor, but not a governor after the expiration of his term of office. If a governor was a general before his election he should resume the military title after retirement from the office of governor.

93. **AVOID NAMING INDIVIDUALS.** Keim says (*Handbook of Official Etiquette,* page 60): "The official designation established by the law creating the office should alone be used, as; the Treasurer of the United States; the Assistant Secretary of the Interior; the First Postmaster General; the Commissioner of Customs; the First Comptroller; the First Auditor, and so on. This saves delay and misunderstanding. It frequently occurs that an official communication addressed to the officer by name is treated as personal, and in his absence this delays public business. If addressed to the official title of the officer, as it should be, the communication receives immediate attention." If the communication is personal, the name of the person, followed by the title of the office, should be given. The envelope might also be marked *personal.*

94. **PRESIDENT'S CORRESPONDENCE.** It should be known that the great bulk of official correspondence is carried on through the heads of the executive departments of the Federal Government. If the correspondence concerns official or other matters in which the President takes a deep interest he often directs it through his private secretary. If those carrying on the correspondence are distinguished, or if personal friends of the President, he sometimes honors them with his signature.

95. **TERRITORIAL JUDGES.** The only title by which the heads of these tribunals are known is *Judge.* In correspondence the correct form of address is: *Honorable Rufus Knudd, Judge of the United States District Court of Alaska.* The salutation is *Sir:*

96. **THE COURT OF CLAIMS.** The form of address is: *To the Chief Justice of the Court of Claims,*

or *Honorable Charles W. Caldwell, Chief Justice of the Court of Claims.* The salutation is *Sir:* In conversation he is addressed as *Mr. Chief Justice of the Court of Claims.* The title belonging to the other members of the Court is *Honorable Secundus Placio, Judge of the Court of Claims.* The salutation is *Sir:*

PART III.

SOME NAME PROBLEMS.

97. **WOMEN'S COURTESY NAMES.** It is not generally known that the ceremony of marriage does not make a legal change in a woman's name. In other words, when Miss Helen Moore goes to the altar with Mr. Valentine Wilson, she may continue to sign the name of Helen Moore to legal papers, although, by courtesy, she is always addressed as Mrs. Valentine Wilson.

Some years ago this point was decided by Judge John R. Aiken, of San Francisco, in an opinion rendered for a client. The following question and answer were based on his reply, being published in the *Blue Pencil,* a journal at that time devoted to correct English:

Editor Blue Pencil: Before I married, my name was Miss Anne K. Johnson. My husband's name is James Clarke. My friends address me as Mrs. James Clarke, but I contend I am Mrs. Anne K. Clarke, and that I am not Mrs. James Clarke any more than my husband is Mr. Anne K. Clarke. Am I correct?

Answer. You are not correct. The usages of society regulate matters of this kind, and society has decreed that married women are to be addressed by their husbands' Christian names, this to designate that they are the wives of the men by whose names they are called by courtesy and custom.

You were called Miss Johnson to designate that you were not married, just as you are now called Mrs. Clarke, or Mrs. James Clarke to show that you are married, and to whom. How, otherwise, would you notify the world of your status as regards domestic relations? Would you have the world call you Mrs. Anne K. Clarke, wife of James Clarke? That is long and cumbersome.

Your name should be signed to any letter or legal paper as it is—that is, Anne K. Clarke. Furthermore, the marriage cere-

mony does not change your name, except by courtesy. If you had begun an action at law as Anne K. Johnson it would not have been necessary, after your marriage, to substitute the name Clarke in the papers pertaining to the case. You might legally sign your name as Johnson, ignoring the courtesy-name bestowed upon you by society. Social usage is the sovereign law. In some countries it is the man, not the woman, who changes the name. Widows only should be addressed as you desire your friends to address you. We may not like the custom, but it binds us.

It should be said, however, that the prominence of women's clubs, the recent success of the woman's suffrage movement, and the insistence of several prominent women that they prefer to sign their feminine Christian names, rather than the masculine Christian (or personal) names of their husbands, has given your contention some vogue in recent years. Just how far the custom may yet be changed is beyond the knowledge of the editor.

98. **NAMES OF PERSONS, BAPTISMAL, CHRISTIAN, ETC.** Some highly important and interesting questions now and then arise in connection with the names of men and women in English-speaking countries. These questions are frequent in connection with plurals, titles, compound titles, and women's names. A general view of the subject will repay the reader for his pains.

In most European countries men have two names, possibly three or four. The surname, which means *super* name, or name added to some other name, is generally known as the family name. The other name (whether three or four be attached, as in William Henry Harrison Jones) is known as the baptismal name, the Christian name, or the first name. It is, more strictly, a personal name, belonging to the individual. This personal, baptismal, first, Christian name usually comes first,

though there are countries where the surname stands first and is so spoken and written.

The first, baptismal, or Christian name should really be called the personal name, since it applies to Christians and non-Christians alike. The second name, called the surname, is really the *essential or family* name. To call it the surname, the *superadded* name, which is historically and etymologically correct, is to give it minor significance.

The custom of giving the personal, first or Christian name, odd as it may seem, was borrowed from the Jews. Yet *Moses Rosengarten,* who might be an orthodox Jew, is not properly said to have a Christian name. To say that *Moses* is his personal name is more correct. *Rosengarten* is his essential or family name.

In a general way the essential name corresponds to the Latin *nomen* and *cognomen* united, so to speak, which thus make the principal or family name.

That the family name is the essential one may be proved by reference to history and everyday life. We refer to Washington, Lincoln, Humboldt, Bacon, Milton, Wordsworth, Goethe. Often the personal or Christian name is not thought of or known. In fact, few persons can recall the Christian names of Goethe, Wagner, Descartes, Pliny, and others without a mental effort, but the essential name is uppermost at once.

The ancient Roman (in historical times) had at least two names, possibly three, if of high rank and patrician blood. First, the *nomen* stood for his family or *gens.* Second, the *prenomen,* which distinguished the individual, as our baptismal names do today. Caius (*prenomen*) Marius (*nomen*)—that is, Caius of the Marii.

The Roman also belonged to a *familia,* a branch of his *gens.* He might have a third name indicating his *familia.* The third name was his *cognomen.* There might be still other names, usually indicative of historical facts or family achievements, or indicating his house.

In Rome, women, as a rule, bore only the feminine form of the *nomen* of their *gens;* as, *Cornelia Tullia.* Later some of them had *prenomens.* See title *Names* in the *Century Dictionary.*

English surnames (supernames) were frequently descriptive, being appellations added to the baptismal name, and becoming family names. The surname originally designated occupation, estate, place of residence, or some particular event or thing—often a mere nickname, as John Whitebeard or Whitehead. It usually designated something pertaining to the particular individual, but his family bore it thereafter.

Surnames, as family names, were not known before the middle of the eleventh century. They made slow progress in becoming established until after the thirteenth century. See *Encyclopedia Britannica,* volume X, 144. See title *To-names* in *Century Dictionary* for an interesting account of *to-names,* which were added to the surname. *Surnames, to-names,* and Christian names were common for some time.

Washington Irving, in his *Life of Washington,* quotes *Lower on Surnames,* Vol. 1, page 43, wherein Fuller shows that the custom of surnames was brought to England from France in the time of Edward the Confessor, about fifty years before the Conquest. Surnames did not become settled, however, for a century. At first they did not descend hereditarily on the family. Surnames were taken from owners' estates or castles at first.

The family name, in strict logic, should bear the mark of plurality. The *s* or *es* or other sign of plurality should be added to the principal name or, in the case of a compound word, to the principal element thereof. It is evident that this rule is often violated, but the tendency is to follow it more strictly than heretofore.

If there are three men, for example, each named John Brown, we should say *the three John Browns,* rather than *the three Johns Brown.* An exception well-founded is in the case of the three Misses Smith, which many prefer to the three Miss Smiths. The idea of pluralizing the principal name is stoutly maintained by Ramsey (*Grammar,* page 257) and by Mätzner, Priestly, and the eminent Doctor Latham. Shakespeare has the three Doctor Faustuses in *The Merry Wives of Windsor,* V. 5. Carlyle and many other eminent men of letters have pursued the opposite method, as *the Kings* John, *the Dukes* Hamilton, *the Lords* Grey.

Complications arise when applying titles and plurals to women. The best usage avoids the Mesdames Brown, Jones, Smith. *Mesdame* is the plural of *madame,* not of *madam.* Ramsey says that Washington society carefully repeats, thus: Mrs. John Brown, Mrs. William Jones, Mrs. Thomas Smith.

Reverend and *honorable* are adjectives, and as such they have no proper plurals. It is wrong to say the reverends and the honorables were there, unless these terms are used jocularly or in a semi-personified way. See paragraph 88.

99. **PLURALS OF PROPER NAMES.** Though some authors and editors write as if they had never heard of it, there is an established and logical rule, given by all grammarians and observed by all careful writers, to the effect that the plural of proper names is made, almost without exception, by adding either *s* or *es* to the name itself, this according to the requirements of euphony. If we speak of Smith and his wife, we properly say *the Smiths,* so the *Browns,* the *Millers,* and so on. In such simple names nobody seems to have any difficulty in making the correct plural; but confusion and doubt seem to inhere in such names as *Tompkins* and *Briggs,* hence it is not unusual to see in the public prints such sentences as the following: *The Tompkins seemed to live together happily; the Williams are now at Lake Tahoe; the Briggs are now at the Fairmont.* The *Tompkinses,* the *Williamses,* the *Briggses,* the *Joneses,* the *Edwardses,* and so on, are the only correct forms, and on this point there has never been a dissenting opinion, yet the rule needs to be emphasized and illustrated.

Goold Brown's *Grammar of English Grammars,* page 244, shows that, in the strictest sense, proper names of individuals, have no plural. But when several persons of the same name are spoken of, the noun becomes in some degree common, and admits of the plural form and an article; as, the *Stuarts,* the *Caesars.*

This example is quoted from Allen's *Grammar,* cited by Brown. In the notes to Pope's *Dunciad* (iv, 492) we find: "the two *Herculeses.*"

There is some uncertainty respecting the plurals of names ending in *i, o, u,* and *y. Ptolemies* is the plural of *Ptolemy.* Brown objects to any use of apostrophies in such cases, and would write *Socrateses, Confuciuses,* and *Ajaxes.* Richard Hiley's *English Grammar,* like many of the other older grammar books, indorses the view set forth by Brown, holding that proper nouns, when pluralized, follow the same rules as common nouns; as, *Venus,* the *Venuses, Cato,* the *Catoes, Henry,* the *Henries.* Later usage selects the *Henrys.* For an indorsement of the general rule as to adding *s* or *es,* see Cobbett's *Grammar,* page 36. See also *Correct English,* Vol. III, page 97, Vol. V, page 140, where *Joneses, Higgses, Griggses, McCanns,* and *McCarthys* are given as proper plurals. Vol. VII, page 68, states the rule thus: "Proper nouns are made plural by the addition of *s* or *es.* See Raub's *Helps to Good English,* page 45. * * * The plural of James and Charles is *Jameses* and *Charleses;* the possessive plural of *Charleses is Charleses.'* "

It will thus be noted that the rule governing the pluralizing of proper names is not an exception to the rule applicable to nouns in general. Fernald's *Working Grammar,* page 30, says: "When a noun ends in a letter whose sound will not readily unite with the sound of *s, es* is added to form the plural, the *e* being inserted before the *s* for the sake of euphony or agreeableness of sound." Under this rule, two married women of the name Barlow—wives of brothers, for example—should be written of as *the Mrs. Barlows,* not *the Mrs. Barlow.*

Carpenter's *Principles of English Grammar,* page 61, says: "As the tendency of the language is to form plurals by adding *s* to the word or phrase, we naturally say *the Mr. Smiths, the Mrs. Smiths, the Colonel Smiths.* We sometimes say *the Messrs. Smith, the Colonels Smith,* and we almost invariably write *the Misses Smith.*" As to *the Misses Smith or the Miss Smiths,* or *the Misses Smiths,* all of which find defenders, see Goold Brown, page 245.

Baskervill and Sewell (*English Grammar,* page 41) give this rule: "Proper nouns are regularly singular, but may be made

plural when we wish to speak of several persons or things bearing the same name; e. g., *the Washingtons,* the Americas."

Whitney's *Essentials of English Grammar,* page 56, notes that "even proper names are capable of forming plurals signifying either the more than one individual bearing the same name: as, the *Smiths and the Browns; all the Wednesdays of the month;* or individuals resembling the one to whom the name belongs: as, *the Miltons and Shakespeares of our century.*"

In the case of names of cities there is sometimes much confusion, especially in such a name as Kansas City. Goold Brown's rule, as illustrated on page 244 of his *Grammar* would, by analogy, give us *the two Kansas Cities* if we chanced to mean the Kansas City of Missouri and the Kansas City of Kansas; for he cites *Alleghany, Alleghanies, Sicily* and the *two Sicilies,* also the rule heretofore quoted to the effect that the rule governing common nouns applies to proper names as well. However, it has been decided by a skilful expert in matters of this kind, to whom the question was referred by the editor of this volume, that *the two Kansas Citys* is the preferred plural, for the reason that the *two Kansas Cities* might lead to ambiguity by appearing as if there are two Kansas Cities in Kansas. Of course the use of a capital letter for *Cities* might obviate the difficulty, but *Citys,* in this singular example, may make for clarity.

100. **FIRM NAMES, PUNCTUATION OF.** There are many opinions, many fads, many puzzles in the handling of firm names. Here is an interesting treatment of the question by Mr. F. Horace Teall, in the *Inland Printer:*

A. M., Mohawk, Michigan, asks for our opinion as to whether "J. Vivian, Jr., & Co.," or "J. Vivian, Jr. & Co." is right.

Answer.—To be strictly correct, the form with the comma after "Jr." should be used. As a matter of grammatical principle this is beyond question. A great many people now, however, omit the comma, for some reason best known to themselves, if they have any reason except their imagination that it looks better so. Similar to this is the printing of dates without commas, as July 1911 —we do not remember ever seeing such a date as July 5 1911, but

think we have seen such as July 5th 1911, and certainly those like 5th July 1911 are not uncommon, especially in British print. The Encyclopædia Britannica is one very prominent British book in which such commaless dates are found. It may well be supposed that a firm-name like the one asked about would also be commaless should one be printed in that book. Now, if people choose to use such forms, no one can say them nay, as they have a perfect right to inflict their use of language with anarchy if they choose to do so. But they may safely be defied as to ability to show that in doing so they are following any sort of principle. On the contrary, everything that be thought of as a reason for using a comma anywhere dictates its use before and after "Jr." with a name. In such a firm-name both commas might better be omitted than either one. Certainly there is no more occasion for one of them than there is for the other. But if punctuation is to be based on any kind of principle, as of course it should be, a comma should be used in each place in such firm-names and in each possible place in dates. One of the most necessary commas is now very commonly omitted, though it is always used by the people who know best how to punctuate. It seems to be an almost universal trait to become obsessed in favor of slipshod and erroneous practice, just as it is so much more common for children to catch and keep bad language rather than good, or for nearly all human beings to contract bad habits rather than good ones. If any comma is necessary anywhere as a matter of principle, one is needed after each item of three or more in an enumeration, fully as much after the one before the conjunction as anywhere else. Men, women, and children seem to be getting more and more convinced that it is correct to write men, women and children; whereas the only correct way is with the comma they so often omit. In such cases, as also in those of the firm-names and dates, it is almost impossible for any one to speak the words without separating them at each of the places in question by a slight pause of the kind that is recognized in writing by the use of a comma. In each of our large dictionaries these commas are always used. Nobody knows better than the lexicographers the value of commas, and it is safe to say that those in question would not be used in the dictionaries if they were wrong.

101. **COMPOUND TITLES AND HYPHENS, ALSO ORDINARY COMPOUNDS AND HYPHENS.** Two styles, sometimes three or four, prevail in writing such titles as *Ex-president.* It is sometimes seen as given above, again it is *ex-president,* and yet again *Ex-President.* In such titles as *anti-Mormon,* the same question arises. On page 116 of *Correct Composition* De Vinne lays down what is believed to be a sensible rule. He says: "Two capitals are not needed in a compound title, as: *Major-general Merritt, Ex-president Cleveland, Chief-justice Fuller, Vice-president Little.* It is the common usage to provide a capital for each title, but one capital should be enough for a compounded title. Two capitals preceding the name of a man make that name relatively insignificant." On page 68 De Vinne says that accepted compounds such as *major-general* "always take one capital when they precede the name of one person, and sometimes when used as the synonym of that person's name, as in the word *Governor-general,* etc."

In *The Inland Printer* (October, 1897) Teall is thus addressed by a correspondent:

"When a compound word occurs in the title of a subject on a programme, is it best to capitalize both parts of it when the second element is not necessarily capitalized? Thus *Comb and Comb-honey Production.* It looks far better to me to use a small letter."

His answer in full is submitted: "Our correspondent's choice of the small letter in the compound seems good, though the commonest practice is probably the other way. It seems a pity that so many persons confine their opinions to such expressions as 'it looks better to me.' This always reminds the writer of a young man who tried to learn to set type when he was about twenty-three years old. He wanted to indent his paragraphs three ems, and when told that one em was the right indention he said, 'Oh, but this looks so much better!' What is the basis for such opinion? If one thinks one form more æsthetic in such a case, who knows how many may decide otherwise from the point of view of mere æsthetics? For intelligent choice of form we should have a more fixed criterion. There are principles in language that should decide such questions. When words are joined with a hyphen they become one word. 'Hyphen' is composed of two Greek words which mean 'into one,' and the hyphen is a joining sign, never a separator. Compound words are commonly printed, under the circumstances of the question, with the second element capitalized, but this is only because it is not sufficiently understood that in such use the second word of the pair has become only part of a word, and does not stand as a whole word. The common habit of differentiation or 'two words,' 'compound word,' and 'one word' is unfortunate, and it would be greatly beneficial if printers could be made to learn that a compound word is one word. It is

almost universal, but it is wrong, to think that 'compound word' means only a term with a hyphen between the elements; it really means a word made by joining two or more words, whether with or without a hyphen. Well, when we use a long word in a title, with each word capitalized, why should we put a capital letter in the middle of the long word? It is fair to suppose that it is some such reasoning, conscious or unconscious, that leads to the expression, 'it looks better.' It would be better if the real reason could be expressed, wrich in this case is simply that the words joined are figuring as one, and the second half of a word should not be capitalized."

Compound words look better when not overloaded with capital letters, as they are in fact really more or less solidified, even if the hyphen is used. *Transpacific, cisalpine, transcontinental,* and similar phrases are now written as shown herein.

Whether to write *anti-Bryan* or *Anti-Bryan,* or even *Antibryan,* as some suggest, is a point in dispute. Mr. Teall cites *Anti-Mason* as a form that prevailed in the political history of New York State in the early part of the nineteenth century. He says: "Some familiar words of the kind may be written without the hyphen and with only one capital letter, as some people have written Antimason. As a personal opinion, the present writer holds that Anti-Mason is much better than the other form, and he is sure that it was, and still is if the word is ever used now, the prevailing form. But people differ widely in these matters, and no one can dictate that one form or another must be used, except as an exercise of authority where the authority actually exists, as it undoubtedly does on the part of one who pays for printing and cares enough for form to choose it himself. For determination when it is left to him the proofreader should consult the dictionary, and decide the form for words not found there (anti-Mormon, for instance, is not in any dictionary) according to analogy; and to do this reasonably he must be careful not to confuse the analogies."

102. **ANOTHER FIRM-NAME PUZZLE.** Shall we say of Hope Brothers' store *Hope's store,* or *Hopes' store?* This question is thus answered by F. Horace Teall, the eminent editor of dictionaries:

"Since the store is kept by two or more men, each of whom is a Hope, the strictest grammatical reasoning favors the form Hopes' store. But almost universal practice, for which almost equally good reasoning might be adduced, supports the other form, Hope's store, and I think that is the form I should use. If I read a proof with the expression in it I should follow copy, whichever way it was written; and I am not sure of the form I should use if I wrote it."

103. **OMIT TITLES FROM SIGNATURES.** Writers should never append titles to their own signatures, as *John Doe, Ph. D.,* or *L. H. D.* Such a custom savors of egotism.

Double Titles Used. Double titles are properly used as follows: *The Reverend Asa Plummer, D.D., LL.D.* There should be no period after the first *L. Professor D. Nicol, Ph.D.,* is a proper form of address, as is *Percy Raymond, Esq., B.S.*

104. **P. T. O. AS AN ABBREVIATION.** An English, rather than an American custom, says Professor John Louis Haney, employs *P. T. O.* in letters and circulars. It means "Please turn over." These letters are frequently printed at the top or at the bottom of circulars and leaflets to call attention to matter on the other side. The use of the abbreviation is much more common in England than in America, although it was formerly the custom to use *P. T. O.* in the United States.

105. **DOUBLE FORMS OF SPELLING.** Inclose, enclose; indorse, endorse; inquire, enquire; infold, enfold; intwine, entwine, and many like forms are seen. One author and dictionary prefer one form, while another author, backed by another dictionary, will prefer the other. The main rule is to employ only one spelling in the same letter or manuscript.

106. **NAME WITH MC IN HEADLINE.** On page 439 of *The Inland Printer* for June, 1902, Mr. Teall holds that it is correct in a headline to write either *McKinley* or *M'Kinley.* In other words, there is no objection to using what printers call a lower-case letter in a headline, though a small capital-letter is probably preferable.

Since *Mc* is an abbreviation of *Mac,* the rule given by De Vinne (*Correct Composition,* page 43), might be applied to it: "When the firm name is to be set in all capital letters, the final *o* in *Co.* should not be in lower-case, and the same method should be observed with *Jr.* and *Sr.,* or *Jun.* and *Sen.*"

There seems to be no logical reason for using a lower-case letter in *McKinley.* Unless the apostrophe is used by the person referred to in his signature, it should not be used in printing the name, as the letter can just as well be used.

Teall says there is no reason for an apostrophe unless the type used in the headline has no small capital or lower-case letters, as is sometimes discovered. In job-printing, various printers have their own ideas. Whether the apostrophe or the lower-case letter be used is no vital matter, so long as consistency is preserved in each piece of work.

107. **PUNCTUATION FAD EXPLAINED.** The following, from *The Inland Printer,* will suffice to give the views of an expert editor and proofreader on a point that puzzles many persons:

G. F. H., Montclair, New Jersey, proposes an "improvement," as follows: "I have noticed in the correspondence of some prominent men that the period is not placed at the end of the date-line or after paragraphs and the complimentary closing of letters, and I am writing to inquire whether this advanced step in punctuation, or rather the elimination of unncessary punctuation, is now considered good form in correspondence. It has come under my observation that the period at the end of paragraphs and sentences has been eliminated from many social and business announcements and from much of the better class of advertising; and it occured to me to be quite natural that this factor should follow in correspondence as a gradual development of progressive thought on these lines. I have carefully read several books on punctuation, and, although I have always adhered to the rules, I am almost persuaded that the final period is not necessary in business correspondence, as it must be apparent to every one that the thought is complete, and it seems unnecessary to indicate that fact by a dot which again conveys to the reader that 'this is the end.'"

Answer.—This is a notion with which the editor of this department has no sympathy. Punctuation has disappeared from display-matter very generally, but that seems to be prettly nearly the limit and a good limitation. It is no great hardship to make a dot at the end of a sentence, and it seems well to preserve this finishing touch. Some people may consider the elimination good form in correspondence, but it has not been adopted commonly enough for this editor to know of it.

108. **DRUM-MAJORS AND OTHER MILITARY TITLES.** There are some odd usages in forming the plurals of compound titles. A fine example of the confusions that sometimes occur is seen in several familiar miljtary titles, such as drum-major and drum-majors, also in the various kinds of generals. For example, *general* is a word that denotes an officer of a fixed rank. There are, however, brigadier-generals, major-generals, and so on. Ramsey shows (*English Grammar,* page 256) that a major-general is a general, and never a major. Therefore *major* appears to be an unstable element in the compound title. Take the title *sergeant-major* and its plural, *sergeant-majors,* as another example. These officers are sergeants and not majors, which makes the title an awkward misnomer. So *drum-majors* are neither majors nor drums, and the combination seems to reach the climax of awkwardness.

The British Army has sergeant-majors, drum-majors, bugle-majors, and even trumpet-majors. In the United States Army, fife-majors are said to be simple fifers—neither majors nor fifes, as the term might indicate.

Many plurals of this character are in an unsettled and illogical state, and there is no probability that there will be any abatement of the confusion and awkwardness. As a rule the *essential name* of a compound title or of a compound name should bear the mark indicative of plurality, whether it be an added *s,* an *es,* or other change.

109. **ADDRESS, MEANING OF.** Query editors are sometimes asked whether the word *address* means the residence of a person or the superscription on an envelope. It may mean either one. As a verb, it means, also, something else. The *Oxford Dictionary* defines the verb *address* thus: "To send a message; to destine or inscribe; to address a letter to one. In modern usage, also, technically, to write on the outside the name and residence of the person to wham it is addressed; to direct it." As a noun, *address* is the direction or superscription of a letter, etc., also the name of the person and place to which a letter or other message or package is directed; the name of the place to which any one's letters are addressed. These definitions are almost verbatim from the *Oxford Dictionary.*

110. **ON OR IN A STREET.** Correspondents and others often become confused when they come to write *in* or *on* a street. In the United States houses are usually *on* streets, the *on* having the sense of *along, near,* etc. In England streets often run from alley to alley, rather than from curb to curb. In the United States they are often platted from curb to curb.

Oxford Dictionary, under *on,* says: It is "used with earth, field, road, street, way, etc. Usage varies, or has varied between *on* and *in,* according as they are viewed." The *Century Magazine* for March, 1896, is quoted thus: "He occasionally took a short stroll *on* the street." The same work says of street: "A way; properly a paved way between two rows of houses."

Stormonth says: "A way or road in a town, lined with houses on one or both sides."

Professor Haney thus discusses the question in the *Ladies' Home Journal:*

Both "in" and "on" are widely current before the names of streets and avenues. Several authorities have expressed a preference for "in," but a recent dictionary gives first place to "on." Our choice is apt to be influenced by our conception of what really constitutes the street, whether the driveway between sidewalks, the entire thoroughfare between house fronts, or, more comprehensively, the dwellings, lots, etc., as well as the intervening space. In the two narrower senses one lives neither "in" nor "on" a street, but along the side of a street.

111. **DATES, PROPER FORM OF.** There is much ignorance and confusion in the writing of dates. Is it June *third, 3rd,* or *3d?* Strictly, these three forms are wrong. The cardinal date is wanted, not the ordinal—for the date does not note position in order or succession, except when it appears just preceding the name of the month. Therefore the correct form is June *2,* not *2d,* and not *2nd.*

But there seems to be considerable range of custom in the handling of dates.

The Inland Printer has had many inquiries regarding the proper form, and Mr. Teall has answered the question a number of times. On page 234 of the issue of November, 1903, a correspondent calls attention to the various ways that prevail, as: *June 2d, June 2,* and *2d* or *2nd June.* Teall answers: "The cardinal number (*June 2*) is right, as it is simply the plain number of that day of the month. Any ordinal expression says what is not meant. There is no *second June* in any month."

In August 1897 (*Inland Printer,* page 551) Mr. Teall answers another correspondent thus: "The *4th* and *21st* are not abbreviations, for there is no cutting off from the end, but only substitution of a figure for the numeral part of the word, with the same ordinal termination that is used in the word when spelled out." Hence no period is required after *21st.* Teall thinks the custom of using the period may have been erroneously borrowed from the Germans, who use, it, however, in another way. They write *21. September.* Of course the period here is an abbreviation, the point showing that *st* has been left out.

Mr. Teall again answers a correspondent (*Inland Printer,* January, 1904, page 576) by saying: "I can not say dogmatically that either *June 23,* or *June 23d* is right or wrong, and vice versa. My own choice is expressed, with that exception, in the following from an article in the Los Angeles *Daily Journal:* 'It is not proper to write *July 5th,* although many well-informed people do so write it. Among these are a few editorial writers. The figure is simply a number, like the number of a room a car, a street, a house, or any other similar designation by cardinal notation. No one would write the year as *1903d,* but it would be just as proper as to write *January 3d.*' "

Smith (*Proofreading and Punctuation,* page 94) says: "A period should not be placed after such forms of dates as *1st, 2d, 3d, 4th,* etc., unless they occur at the end of a sentence."

The form used by De Vinne in *Correct Composition* is *1st, 2d,* etc. On page 81 he says: "In ordinary writings all dates should be in arabic figures, but when they appear in legal documents, words should be used. When the numerical day of the month precedes the month, it should appear as *10th April* or *22d April.* When it follows the month, the *th* or *d* is not required; it should be *April 10* or *April 22.* When it is spelled out in a document, it should be in full, as the *tenth day of April* or the *twenty-second day of April.* Dates should be stated with system in every book. It is a fault to have *April 17, 1762,* on one page, and *23d August, 1764,* on another. The use of *2nd or 3rd,* common in England, is not to be commended; *2d* or *3d* is a more acceptable abbreviation."

112. **AND OMITTED IN DATES AND HYMNS.** In recent years a number of writers and speakers have been omitting *and* from dates, the numbers of hymns, etc., as: "The congregation will please sing hymn number one hundred six," instead of the old-fashioned and perfectly proper *one hundred and six.* In dates many faddists write *nineteen hundred nine* instead of *nineteen hundred and nine.*

Though there is nothing particularly shocking in these clipped forms, they possibly offend by the fact that the innovation calls unnecessary attention to an attempt to be "cute" or "smart." A A similar fad is to say an office is at number 200 Battery Street, *at* Commercial, or, a commoner form is Battery *at* Commercial Street. Battery *and* Commercial is older, more dignified, and therefore preferable, only *Streets* should be used for corner locations. The omission of *and* in dates and hymns has been discussed and condemned by many critics as on a par with the fad that has "25 cents *the pound* instead of *a* pound," which latter is the established form.

On page 727 of *The Inland Printer* for February, 1906, Teall says that *and* may or may not be used in a date as *nineteen hundred and five,* according to the personal preference of the writer. His own choice includes the *and.* He cites the fact that many critical persons use the *and,* Mayo W. Hazeltine, of the New York *Sun* having been one of them. De Vinne, *Correct Composition,* page 79, gives an example which includes the *and:* "This indenture made the twenty-seventh day of June, in the year of our Lord one thousand eight hundred *and* ninety-seven."

Miss A. M. Bille, of Stanford University, says: "The authorities say nothing directly on this point, and it is perhaps not a matter of any great importance. It would seem, however, that a document formal enough to demand the writing out of the date should also be formal enough to demand

the *and*. In legal papers the *and* is generally used. In a date as "One thousand nine hundred *and* ninety" I would use the *and* for the same reason that I would use it in the sentence, 'One apple, nine oranges, and ninety lemons,' that is to connect the last two of a series. The date enumerates three different things, thousands, hundreds, *and* tens."

It is believed that an eminent clergyman, in haste for the congregation to sing, first dropped the *and*, and in times other gentlemen of the cloth followed him. Next came the omission of the *and* from wedding announcements, this in imitation of the clergymen. Today (1912) the dropping of these *ands* is a fad in some job-printing offices, the owners of which are supposed to cater to "society" trade. There is no great error in omitting the *and*. There can be no objection to using it.

113. **DATES REQUIRE COMMAS.** In such a sentence as *Jones was born January 12, 1865,* a comma is required after the monthly date. See *Inland Printer* of March, 1906, page 900. See also Newcomer & Seward's *Rhetoric in Practice,* page 169, where it is said: "A comma is required between the items of a date" to show ellipsis, as in *William Makepeace Thackeray was born at Calcutta, India, July 18, 1811.* The comma shows the omission of the word *year.*

114. **ON BEFORE DAYS OF THE WEEK.** Professor A. G. Newcomer, Mr. F. Horace Teall, and some others decide that *on* is superfluous in sentences like, "*He* was killed *on* Wednesday." Many reputable writers use the *on* in sentences where it adds to the euphony or gives a proper fullness to the particular phrase in hand. In the terse style of letters, it may usually be regarded as superfluous.

115. **AMPERSAND, OR CHARACTER &, USES OF.** Often there is a question whether the ampersand, known as the character *&,* is correctly used in such firm names as *Barmore, Beatty & Company.* Mr. F. Horace Teall prefers that the ampersand be omitted in careful text work, contending that *and* looks better, and is more correct, except in the case of official or corporation signatures. Concluding a discussion of the question, Mr. Teall admits that there is no absolutely correct form, for the reason that opinions of skilful writers differ. He says that in any writing or printing done by him or under his control *and* will always be used.

Some rather dignified books—possibly in England more than in this country—abound in *and so forth, &,* and even *&c.* Long's *Slips of Tongue and Pen* (page 64) says: "*Etc.* means, *and others*

of a different kind. And *so forth* means, *and others of the same kind, in the same strain, and the like.* As: *He has sold his horses, cows, sheep, &c. The result is a train of coughs, colds, consumption, and so forth.* It is incorrect to use *etc., &c., and so forth,* in instances like the following: *Employ some such words as mountain, hill, &c. Some such* renders *&c.* superfluous."

De Vinne says (*Correct Composition,* page 42) that the ampersand is proper for the exact rendering of signatures and authorized business names of firms, corporations, and copartners, as in *R. Hoe & Co., Chicago & Northwestern Railway Company.* It is in this form that such names are used in newspapers, books, and pamphlets. De Vinne says that the *&* is sometimes found in the title-pages of fine English books. Some publishers require that *&* be dropped in favor of *and* in all standard books. This rule would even ignore the official title, as in *Edison & Company.*

The Century shows that *etc.,* for *etcetera* (and others, and so forth, and so on), is sometimes used as an English noun, with plural *etceteras. The Century* gives the two forms—*et cetera* and *etcetera,* with the remark that the abbreviation *etc.* is generally used when a number of individuals of a class have been specified, to indicate that more of the same class might have been mentioned. *The Standard* says that *etcetera* is abbreviated either *etc.* or *&c.*

Herbert Spencer often used *&c.* regardless of any rule against it.

116. **CAPITALIZING NOUNS OF OCCUPATION.** The editor of this *Dictionary* thinks the De Vinne system of capitalizing words is the most sensible and simple ever devised, for which reason the rule that calls for a capital letter preceding a noun of occupation, as *Janitor Jones is in town,* seems proper. There are those, however, who do not believe in this rule, and there is room for all sorts of hair-splitting in matters of this kind. The reason for using the capital letter, regardless of the dignity of the office, is that any other principle leads to confusion and disagreement as to the place where the dignity ceases and the lower-case (small) letter begins.

De Vinne, *Correct Composition,* pages 114-115, says: "Titles of distinction that immediately precede the name of a person should begin with a capital letter. No change to a lower-case letter should be made when the title has to be applied to an office or official of no conventional dignity. * * * One rule should prevail for all appended titles, but the selection of

a capital should not depend upon the relative rank of the person." As exemples Mr. De Vinne gives Engineer Roberts, Queen Victoria, Officer Jenkins, Janitor Jones, Corporal James Tanner.

F. Horace Teall opposes this rule, holding that it is ridiculous to make titles of all sorts of insignificant occupations, as in *Washerwoman Jones.* Commenting on the De Vinne rule and Teall's objections to it, Miss A. M. Bille writes thus:

"If I were to use a noun of occupation immediately preceding the proper name, as *janitor, engineer, policeman,* etc., I would capitalize it, but I would avoid the construction, and instead of saying *Janitor Jones,* I would say Jones, *the janitor.* I do not like the idea of writing *Barber Taylor* and *Washerwoman Taylor* any better than Mr. Teall does, but it is the construction, and not the capital, that should be eliminated. It is un-American to make a man's occupation a part of his name as they sometimes do in Europe."

The following rule for capitalizing titles is given by Newcomer and Seward, *Rhetoric in Practice,* page 179: "The highest titles of honor: *His Majesty, the President (of the United States),* your Lordship, etc. Also other titles of honor, office or courtesy, when used with or to take the place of a proper name: Mayor Hardwick, the Duke of Monmouth, Captain John Smith, Brigadier-general Morgan, Doctor Evans, Miss Walters, should be capitalized."

Lockwood and Emerson, *Composition and Rhetoric,* page 49, say: "Titles of honor or office begin with capitals when used in a formed way or in connection with a proper name."

On page 408 of *The Inland Printer* for December, 1906, Mr. Teall says: "It is very common practice to capitalize as in *Engineer Taylor, Policeman Taylor, Witness Taylor,* but it is based on an erroneous notion that the epithets are titles. They are not titles in the true sense of the rule that provides for capitalizing titles, but such sense has been read into that rule very widely. If any of them are capitalized, all should be; and this would make us have *Barber Taylor, Scavenger Taylor, Washerwoman Taylor,* and so on ad nauseam. All these names of occupation are merely occupation names in apposition with the proper name."

117. **ABBREVIATIONS, HOW PUNCTUATED.** There are two accredited views as to the correctness of using double punctuation marks when words indicating possession are abbreviated. For example, there is no question that the apostrophe is required in *This is the Company's store.* The division of opinion arises when it is sought to abbreviate *Company.* Shall we write *Co.'s, Co's.,* or *Co's?* It may be said without question that the second form (*Co's.*) has no justification, though there is an erroneous impression among some writers that it is correct.

The identical examples are submitted to *The Inland Printer* by a correspondent whose communication appears on page 777 of

the issue of March, 1898. Mr. Teall decides without hesitation that the correct possessive abbreviation for *Company's* is *Co.'s*, because *Co.* is all of what stands for the word *Company*, and the apostrophe and the *s* are properly added after the period used to indicate abbreviation. The apostrophe and the *s* are logically and grammatically needed in the abbreviated possessive as if the word *Company* had appeared in full form.

Drew's *Pens and Types* (page 80) gives a rule that justifies Teall's decision. It runs thus: "Abbreviated words, besides the period denoting their abbreviation, require the same pointing as if they were spelled in full."

Mr. Teall has been asked about this point so often that his patience has been tested, but he unwaveringly adheres to the decision set forth in the foregoing example. On page 714 of *The Inland Printer* (February, 1904) a correspondent submits a slightly different question, though it also involves this point. He asks whether such a question as, *Is that Mrs. B.'s father?* requires both the period and the apostrophe. Teall decides that *Mrs. B.'s* is correct, adding: "Abbreviation is shown by the period, and that point must come first, as it marks the first fact recognized by the form. It should be so written when actual abbreviation is intended—that is, when the letter stands in place of the real name, as *Brown*, for example; but if the letter is used merely as representing any woman, without reference to a real name, the period should not be used, because the letter is then not an abbreviation."

It seems to the editor of this work that the rule laid down by Drew, observed and reinforced by Teall, is correct, logical, and above all, scholarly. It is believed that the practice of careful publishing-houses and critical writers has been in accord with Teall's practice. It must be said, however, that there is excellent modern authority for discarding the period and using the apostrophe only, there being a tendency to reject the system of double-pointing.

The older view is opposed, almost dogmatically, by Theodore Low De Vinne, who has doubtless enforced it as far as possible on the *Century Magazine* and in the work of the De Vinne Press. In *Correct Composition* (page 291) he says: "A common fault in double-pointing is putting a full point before an apostrophe and

the possessive *s*, as in *Co.'s*. The word *Company* may be abbreviated to *Co.* and in the possessive to *Co's*, but Co.'s is superfluous."

De Vinne notes that some printers may deem his injunction and example needless, though he assures them that failure to drop the period in the example cited will lead to trouble, because those who ignore his admonition will have to learn the art of punctuation by correcting their errors and omissions after the proofreader marks the proof-sheets.

A. M. Smith's *Proofreading and Punctuation* (page 94) says: "So far as possible, the use of two points together should be avoided." The author would probably accept the De Vinne rule. Miss A. M. Bille, instructor and writer on subjects akin to the one under discussion, prefers the abbreviation without the period. With these conflicting views before him, the reader may take his choice.

118. **BRIDE-TO-BE AND SIMILAR EXPRESSIONS.** A number of phrases like *Bride-to-be, queen-to-be, champion-to-be,* etc., are awkward and should be avoided. In the case of *bride-to-be* the phrase is senseless, or at least an ignorant one, for a bride is not necessarily a married woman, but may be one about to become married. The inventor of *bride-to-be* has been followed by many newspapers. He, like his successors, must imagine that a bride is a married woman. The following definitions will set the question right:

According to the *Oxford Dictionary* a bride is "a woman at her marriage; *a woman just about to be married* or very recently married. The term is particularly applied on the day of marriage and during the *honeymoon,* but is frequently used from the proclamation of the banns, or other public announcement of the coming marriage."

Webster: "A woman newly married, *or about to be married*" is a bride.

The Century Dictionary defines a bride as a woman newly married, or *about to be married. Bridegroom* is defined to be a man newly married, or about to be married.

Discussing these questions, Professor A. G. Newcomer says: "English lacks a future participle corresponding to the Latin participle in *-urus*. The Latin says, *homines morituri,* men about

to die, or *morituri salutamus,* we who are about to die salute you. This lack is sometimes supplied in English by the infinitive, as in *world to come, bride-to-be*—this latter being otherwise objectionable, however, as indicating a misunderstanding of the meaning of the word *bride.* When there is real need for the phrase there seems to be no reason why it should not be used. But it is rather awkward, it can usually be avoided, and one might hesitate, on the score of taste, to use very freely locutions like *queen-to-be,* etc., referring to the Portola queen, or to extend the usage. In any case, there is no reason for the hyphens except to prevent misconstruction. It is no more properly compounded than the phrase *an interesting bride,* which, by the way, is also a rather clumsy device. Stylists have an instinctive dislike to all clumsy phrases which involve extensions or distortions of parts of speech."

The use of *then* and *now* as adjectives, as in *the then monarch, the now president,* etc., is another distortion akin to *the queen-to-be* construction.

119. **SOME DOUBLE FORMS.** The following forms of address are correct: President and Mrs. William Howard Taft; Governor and Mrs. Hiram Johnson; Honorable and Mrs. Champ Clark; The Reverend Doctor and Mrs. M. A. Matthews; the Reverend Miss Anne W. Jones; the Reverend Mrs. Charles King; the Reverend Professor Jones. See paragraph 32.

120. **ANSWERING THE ABOVE.** Objections have been made to *answer* for *reply,* but the *Oxford Dictionary* defines *answer* as "a reply to an appeal, address, remark, letter, etc.; anything said or written in reference to, acknowledgment of, what another has said or written; a response, a rejoinder." Objections are made to *above,* in the sense of *foregoing,* etc. The *Oxford* cites abundant usage for *above* in the questioned sense and defines it thus: "Higher on a written sheet or page, hence the earlier part of a writing or book." In other words, *extension of meaning* makes proper many words and phrases that pedantry likes to challenge.

PART IV.

ECCLESIASTICAL FORMS.

Under this department the forms prevailing in religious denominations are presented. British titles, card forms, and some interesting miscellaneous matter form the remainder of the section.

121. **ROMAN CATHOLIC FORMS.** See also paragraph 141. Owing to the vast age of the Roman Catholic Church, its complicated ritualism, and its observance of rank, the forms of address and salutation applying to its many dignitaries are complex. Tradition and custom often vary, but the main rules are uniform.

It should be noted that Catholics often use one form, non-Catholics another, and that all persons of breeding naturally desire to use polite and respectful language toward the clergy of every denomination.

The information contained herein was collected in part by Mr. Frank S. Drady, editor of the *Leader,* a Catholic newspaper published in San Francisco; but Westlake's *How to Write Letters* has been freely consulted. Professor Westlake went to much pains to have his forms verified. Much of the information gathered by him was from Monsignor Seton, D. D., to whom Mr. Westlake had been referred by the Most Reverend Archbishop Wood, of Philadelphia.

122. **THE POPE.** The form in use by Catholics is as follows: *To Our Most Holy Father, Pope Pius IX.* Another form is: *To His Holiness, Pope Pius IX.*

The salutation is either (1) *Most Holy Father,* or (2) *Your Holiness.*

Conclusion: The conclusion of the letter should run thus: "Prostrate at the feet of Your Holiness, and begging the Apostolic benediction, I protest myself now and at all times to be, of Your Holiness the most obedient son. John O'Fallon."

If a woman writes, she should change *son* to *daughter.* If the writers are of both sexes, they write *children.*

A non-Catholic should conclude his letter respectfully but simply. He would not be expected to indulge in the devout conclusion here given. The form chosen should correspond with the salutation. A non-Catholic should choose the simple salutation *Your Holiness,* instead of *Most Holy Father.* He could very sensibly conclude his letter thus: "I am, Your Holiness, with profound respect (or with great esteem), John Jones." The indi-

viduality, feelings, and skill of the writer must suggest a sensible and courteous conclusion.

If several writers join in either a Catholic or a non-Catholic letter, the conclusion must, of course, be put in the plural.

123. **A CARDINAL.** The proper form is: *To His Eminence, Cardinal Gibbons.* If he is also a bishop, an archbishop, or a patriarch, add *—Bishop* (or whatever the title is) *of Baltimore.*

Another form is: *His Eminence, James Cardinal Gibbons;* yet another, *to His Eminence, the Most Reverend Cardinal Gibbons.*

The salutation is either (1) *Most Eminent Sir,* or (2) *Most Eminent and Most Reverend Sir.*

The conclusion should be: (1) *Of Your Eminence, the Most obedient and Most humble Servant, John Jones;* or (2) *I have the honor to remain, Most Eminent Sir, with profound respect, Your obedient and humble servant.*

If the writer of a letter to a cardinal is a Catholic of the cardinal's diocese (if the cardinal has one) he adds, after the word *servant,* and *subject."* If the writer is an ecclesiastic, he writes, instead of *subject,* "and son."

If the prelate be of a distinguished family name, the Christian name is not used in addressing him. But if the title follows the name, as *His Eminence, Thomas Riordan, Archbishop of New York,* the Christian name, as here given, must be used. *His Eminence Riordan* would never do.

A cardinal's name may take suffixes, as: *His Eminence, Thomas Whitcomb, D. D., Archbishop of Ohio.* However, the better practice is to omit these appellations, since cardinals are doctors by virtue of their office. The same rule applies to archbishops and bishops. It is never correct to write *Right Reverend Bishop Patrick Jones, D. D.* Omit *Bishop.*

124. **PATRIARCHS AND ARCHBISHOPS.** These are addressed in the same manner, except that *patriarch* is substituted for *archbishop.* The following forms are in vogue: (1) *Most Reverend Archbishop P. W. Riordan,* or (2) *Most Reverend P. W. Riordan, Archbishop of San Francisco.*

The salutation is: (1) *Most Reverend and Respected Sir,* or (2) *Most Reverend and Dear Sir.*

The conclusion is either: (1) *Most Reverend Sir, your obedient servant,* (2) *Most Reverend Archbishop, your obedient servant,* (3) *Most Reverend and Dear Sir, your obedient servant.*

The form of salutation, *Most Reverend and Dear Sir* (No. 2 in the foregoing), is to be used by none except clergymen or friends.

125. **A BISHOP.** The form is: (1) *Right Reverend Bishop Morehouse,* or (2) *Right Reverend John Morehouse, bishop of Iowa.*

The salutation is: (1) *Right Reverend Sir,* (2) or *Right Reverend and Dear Sir,* (3) or *Right Reverend and Dear Bishop.* The conclusion is: *I have the honor to remain,* (1) *Right Reverend Sir,* (2) or *Right Reverend and Dear Sir,* (3) or *Right Reverend and Dear Bishop, your humble servant.*

126. **MITRED ABBOTS.** It should be borne in mind that all abbots, whether mitred or otherwise, are, by courtesy, given the same style of address. The address is: *Right Reverend Abbot Thomas Burke,* followed by the name of the abbey, postoffice, county, and state; or *Right Reverend Ignatius Conrad* (initials of the order following), *Abbot of Milpitas.* The salutation is: (1) *Right Reverend Abbot,* (2) *Right Reverend Father Abbot,* (3) *Right Reverend Father,* or (4) *Right Reverend and Dear Sir.*

The conclusion is: *I remain, Right Reverend Sir, your obedient servant.* A more devout and respectful close is: *Begging your blessing, Right Reverend and Dear Father, I remain, as ever, your dutiful son,* or *your affectionate child.* This form would probably be proper only for a monk or for a boy or a girl educated by monks or nuns of his order, or connected with the abbot or the order.

127. **ROMAN PRELATES.** Apostolic prothonotaries and domestic prelates (of the Pope) are styled *Right Reverend,* and are generally called *Monsignores,* but this title is also given, in Italy, to all prelates above them, except cardinals and abbots.

Among English-speaking Catholics this title is not given to archbishops and bishops. *Monsignor* has become the English form, the Italian *Monsignore* and the French *Monseigneur* being avoided. Prothonotaries and prelates are addressed: (1) *Right Reverend Monsignor,* (2) *Right Reverend Theodocius Dye,* or (3) *Right Reverend Monsignor Capel, prothonotary apostolic.* This last form would of course not apply to the domestic prelate. The address for an apostolic prothonotary would be: *Right Reverend Monsignor Sebastian Curtis, prothonotary Apostolic.* If he has other titles, add *etc.* after Apostolic.

The address for a domestic prelate is: *Right Reverend Raymond Percy, domestic prelate of His Holiness,* or *of the Pope.*

The salutations are: (1) *Right Reverend Sir,* (2) *Right Reverend Monsignor,* (3) *My Dear Monsignor.* This last form is to be used by intimate acquaintances only. A total stranger, delivering a formal message, might begin *Monsignor.* This is to be avoided as too stiff.

The conclusions run: (1) *Right Reverend Sir,* (2) *Right Reverend and Dear Sir,* or (3) *My dear Monsignor, your friend and servant.*

128. **VICAR GENERAL.** The address is: *Very Reverend J. J. Prendergast,* followed by initials of office, or, *Very Reverend Vicar General Prendergast,* or *Very Reverend J. J. Prendergast, vicar general of Warfield.*

The salutation is: (1) *Very Reverend and Dear Sir,* (2) *Very Reverend Sir,* or (3) if the writer is of the diocese, *My Dear Vicar General.* The conclusion should be, *I remain Very Reverend and Dear Sir* (or to correspond with the salutation) *your obedient servant.*

129. **ADMINISTRATORS OF VACANT SEES.** These are addressed: *Very Reverend Thomas Bryant,* followed by the initials of the office. Another form is, *Very Reverend Father Thomas Bryant,* administrator of Northope. The salutation is, *Very Reverend Sir:* It should be

remembered that *My Dear Administrator* is never used, even by friends, as are such salutations as *My Dear Canon, Dean, Vicar General,* etc.

130. **RECTOR OF A RELIGIOUS HOUSE PROVINCIAL OF AN ORDER, OR A PRIOR.** The form is: *Very Reverend Father J. McCarthy* (initials of order), *rector,* or prior) of..... .....(name of house). Or *provincial of*..... Give the name of the order, or, better of the members of the order collectively.

131. **DOCTORS OF DIVINITY OR OF LAWS.** These are addressed *Reverend Peter C. Yorke, D. D., L. L. D.,* or either, as the case may be; or, *Reverend Doctor Peter C. Yorke.* If the person addressed is a pastor or a professor, add, *pastor of St. Peter's,* or *Professor at St. Peter's.*

132. **ARCHDEACONS.** These are addressed: *Venerable P. J. Fisher, archdeacon of* (name church or diocese). The salutation is either *Venerable Father,* or *Venerable and Dear Sir.*

133. **PRIESTS.** These are addressed simply: *Reverend M. J. White,* or *Reverend Father M. J. White,* or *Reverend Father White.* The salutation is either *Reverend Sir* or *Reverend and Dear Sir,* or *Reverend Doctor.* The salutation *Your Reverence* (oral) is limited largely to Irish Catholics. It is courteous and correct, but not universal.

134. **FEMALE SUPERIORS OF RELIGIOUS ORDERS.** *Reverend* Mother is not always used in the United States for female superiors. The address is: *Mother* (name in religion, as, Julia) or, *Mother Rosalind* (being the name in religion, unless she preserves her family name, as is done in some orders), followed by *Superior of....., Sisters of Charity,* or whatever the order may be. *Reverend Mother* is correct, however, as described elsewhere. See paragraph 142.

In England the form is *The Right Reverend Lady Abbess of* (name of abbey), or *The Right Reverend Lady Abbess of,* ets. *In the United States* there is a similar custom of addressing women as the *Reverend Abbess* or *Prioress,* or the *Reverend Mother Superior.* See also paragraph 142.

135. **CANONS.** A Canon is addressed: *The Very Reverend John W. Mikel;* or, To Canon D——; or the Honorable Canon B. C. —— of B. See Gavit's *Correspondence,* page 103.

136. **VICAR FORANE.** A vicar forane is addressed: *Very Reverend C. J. Fisher, V. F.*

Mr. Drady writes: "The title *Very Reverend* is used in addressing the head of a religious community, as in the case of the *Very Reverend H. H. Wyman, C. S. P.,* who is in charge of the Paulist Fathers on the Pacific Coast.

"In addressing members of religious orders who are not ordained priests the term *Reverend* is not proper. Thus, in writing to a Christian brother, for instance, one should simply write *Brother Vellesian, president of St. Mary's College, Oakland.* To a Sister the form is: *Sister Mary Stanislaus, St. Catherine's Convent, Benicia.*

"The Apostolic Delegate at Washington, D. C., is addressed as: *His Excellency the Most Reverend Diomede Falconio, D. D., Apostolic Delegate for the United States, Washington, D. C.*

"In Ireland an Archbishop is addressed as: *His Grace Most Reverend Doctor Fennelly, Lord Archbishop of Cashel, Thurles, Ireland.* A Bishop: *Most Reverend Doctor McHugh, Lord Bishop of Derry, Derry, Ireland.*"

Mr. Drady gives the following as proper oral salutations: To the Pope: *Holy Father,* or *Your Highness;* to an archbishop, *Your Grace;* to a bishop, simply *Bishop,* as *Your Lordship,* the English form, has almost gone out of use; to a monsignor simply, *Monsignor;* to a priest, *Father.* As said elsewhere, *Your Reverence,* though correct, is provincial or limited to Irish Catholics, in Ireland.

Roman Catholics in the United States do not strictly follow the British custom of applying such titles as *My Lord, Your Lordship, Your Grace,* etc., to cardinals, archbishops, bishops, abbots, and so on. But an American who communicates with these English dignitaries of the Church should respect the British custom.

The English style of address is common in some parts of the United States, although there is a strong movement against it. Archbishop Bayley, of Baltimore, opposes these forms because, he says, they offend our citizens and are un-American. Westlake's *How to Write Letters* (page 234) quotes Bishop Becker, of Delaware, and Bishop Lynch, of South Carolina, as holding the same views. Westlake says *Your Grace,* as applied to Catholic archbishops, has never received general favor in this country, and is dying out as a form of address. It belongs to the English habit of mind.

In every form of address where *Reverend* occurs, it should, in strictness, be preceded by *the.* See paragraph 88. *The* has been omitted in the foregoing forms, which were taken as found in use or as supplied by contributors. *The* should be supplied in proper practice. See also paragraph 142.

137. **OTHER CLERICAL TITLES.** In the United States clerical titles are very simple, except in the Roman Catholic Church. The simplest titular code is that of the Methodists. Their bishops disclaim the title *Right Reverend,* and are addressed simply as *Reverend.*

The general titles, aside from the Methodists, are:

138. **BISHOPS.** The address runs thus: *To the Right Reverend W. H. Moreland, Bishop of California.* The salutation is either *Right Reverend Sir:* or *Right Reverend and Dear Sir.*

139. **RECTORS, MINISTERS, PRIESTS, RABBIS, READERS.** The form in each case is the same. See title Rabbis are Reverends. The address is: *To the Reverend Stephen A. Blanchard,* or *To the Reverend Doctor Stephen A. Blanchard,* or *To the Reverend Stephen A. Blanchard,* pastor (or rector) of Oregon Church, St. Joseph, Mo. The salutation is *Sir:* or *Reverend Sir:* or *Reverend and Dear Sir.*

140. **ENGLISH CLERGY.** See British Titles, where some of these forms are given. A dean is addressed: *To the Very Reverend Dean of Canterbury,* or, *To the Reverend Doctor Scott,* dean of Canterbury. The salutation is *Dear Sir:* or *Very Reverend and Dear Sir:*

My Lord, Your Lordship, and *Your Grace* are always used in addressing cardinals, archbishops, bishops, and sometimes abbots.

141. **PROTESTANT EPISCOPAL SISTERHOODS.** In the Protestant Episcopal sisterhoods the following titles obtain: *Reverend Mother, Mother, Sister Superior,* and *Sister. Sister* applies to those engaged in a department of work. The *Mother Superior* title applies to a distinct order of the sisterhood. Members of the order and the public are supposed to use these titles.

142. **ROMAN CATHOLIC FORMS ARE FLEXIBLE.** The following opinions will indicate that there is considerable leeway in forms of address applying to persons holding positions in the many orders of the Roman Catholic church. The Reverend Peter C. Yorke, of Oakland, California, writes thus: "There is absolutely no uniform tradition or use among English-speaking Catholics with regard to ecclesiastical titles. For example, the female superiors of religious orders are addressed in several ways, depending on the rules of the institute, of which, in the United States there are one hundred and forty-seven varieties. Local custom also suggests various forms. Some have *Reverend Mother* and some only Sister Superior, and some Sister Servants.

"Beyond their ecclesiastical titles and degrees the heads of Catholic universities and academies are addressed by no special titles except, possibly, as rectors, directors, presidents, etc. In oral discourse *Doctor, Father, Mother,* and *Sister* are common titles. In written address *Reverend Dear Sir, Reverend Sir, Reverend Dear Doctor, Dear Reverend Mother, Dear Sister* are nearly always safe and proper forms. In the United States *Reverend Mother* is used by Sisters of Mercy and Presentation for certain officials. Ladies of the Sacred Heart are always called *Madame.*"

The Notre Dame Academy of Alameda, California, reports that *Sister Superior* is the title in some orders, in others *Mother Superior. Father Rector* and *Brother Director* are also titles in common use. *Dear Reverend Sister* is reported as the proper salutation for a Sister of Mercy, in a letter from a stranger. Two or more are properly addressed as *Dear Sisters,* or *Sisters,* according to the intimacy of the communication.

Authoritative Comments. The following letter to the author of this *Dictionary* explains itself:

Office of the Archbishop, 1100 Franklin St.,
San Francisco, Cal., February 9, 1912.

Mr. Leigh H. Irvine,

Dear Sir: In reply to your esteemed favor I regret that I cannot direct you to any book containing the information you desire on the subject of Roman Catholic forms of address. The courtesies to which you refer are learned from tradition, and are not always familiar even to Catholics.

The female Superiors of Religious Orders have no common title; the nearest approach to it would be *Mother Superior.*

The head of the Order of the Sacred Heart is known as *Reverend Mother.* The head of the Carmelite Community is known as *Mother Prioress.* The head of the Sisters of Charity has no title distinct from the other members of the Community, and is addressed as *Sister.* Members of a Religious Community holding office are generally addressed as *Mother,* the unofficial members as *Sister.*

It is always safe to address the members of religious academies and universities by a simple religious title, if they have such. Thus: the President of St. Mary's College, Oakland, is addressed as *Brother Fabrician.* The visitor of the Society, who lives in Martinez, and who has jurisdiction over all the Communities on the Coast, is addressed simply as *Brother Xenophon.*

It is quite permissible to address the Superior of a female Religious Order in this country as *Reverend Mother,* and is the prroper thing to do unless the head of the community has a title peculiar to her Order, as I explained in reference to the Carmelites. Addressing a Sister of Mercy, the head of each house of the Sisters of Mercy is addressed as *Mother,* and a letter addressed to her would be *Dear Reverend Mother.*

Yours very truly,
JOHN J. CANTWELL, Secretary.

Professor Charles D. South, of Santa Clara College, a Catholic institution of Santa Clara, California, writes as follows:

Female Superiors of religious orders are addressed in correspondence, *Reverend Mother;* in conversation, simply *Mother.*

Heads of Catholic universities, etc., if clergymen, are addressed *Reverend Father:* If the institution be in charge of a Brotherhood, then *Brother* So-and-so. If laymen, then, as usual in such cases.

In the Jesuit order all scholastics (those who have not yet attained the priesthood) are addressed *Mr.*, and the letters S. J. are placed after their names. In fact, those letters are placed after the name of every Jesuit.

In correspondence, a Sister may properly be addressed *Dear Sister:* In conversation, the custom is to address her simply as *Sister,* as; "Good *morning, Sister," "What can we do for you, Sister?"* etc.

The salutation *Reverend Mother* is applied almost everywhere to the head of a religious order of women.

143. **BRITISH TITLES.** Sometimes there is a delicate question among Americans as to the proper forms of address

prevailing in the United Kingdom. Americans, as a rule, have vague ideas on this subject, and information is often difficult of access.

It should be remembered that the question of courtesy is naturally much more strictly considered in a country of abundant titles than in this Republic, where they are discouraged. Although there is great punctiliousness in England, the prevailing customs are not so strict as in the past. It is said that the titles are frequently modified between persons of equal rank. In social converse between intimate friends and relatives formalities are largely dispensed with, except in addressing letters. In this they are always retained.

Dod's *Peerage*, as quoted by Alden's *Manifold Cyclopedia*, suggests that it is necessary to bear in mind, when using these titles, that hereditary, personal, and official distinctions may lead to modifications. The following forms obtain:

(*1.*) *Archbishop.* Letters are addressed: *His Grace, the Lord Archbishop of .....*, and commence: *My Lord Archbishop.* More formal documents are addressed *The Most Reverend Father in God (John Bird), by Divine Providence, Lord Archbishop of Canterbury;* other archbishops and suffragan bishops being by *Divine permission.* When personally referred to, an archbishop is styled *Your Grace,* not *Your Lordship.* The Archbishop of Armagh is addressed as *His Grace the Lord Primate of Ireland.*

Archbishops' wives, and other members of their families, as such, are without titles. See paragraph 124.

(*2.*) *Baron.* Addressed: *The Right Honorable Lord .....;* referred to as *His Lordship,* or *Your Lordship.*

Baron's Daughter. The Honorable Mary .....; or, if married, *The Honorable Mrs. .....* Letters commence, *Madam.*

Baron's Son. The Honorable John ..... Letters commence, *Sir.*

Baron's Son's Wife. The Honorable Mrs. ..... Letters commence, *Madam.*

Baron's Wife and Baroness in her own right. The Right Honorable Lady .....; in strictness, but more commonly, *The Lady .....* Letters commence *Madam,* and refer to her as *Your Ladyship.*

Baronet. Sir John ....., Bart. Letters commence, *Sir.*

Baronet's Wife. Lady ..... Unless she has a title as the daughter of a peer, no Christian name is used. She is referred to as *Your Ladyship.*

Bishop. The Right Reverend the Lord Bishop of ..... Letters commence, *My Lord.* Frequently the address is simply, *The Lord Bishop of .....* The style in formal documents is, *The Right Reverend Father in God (John .....), by Divine permission, Lord Bishop of .....* Scotch bishops are addressed *The Bishop of .....*, sometimes as *The Right Reverend Bishop (e. g., Henry Cotterell),* and letters commence,

Right Reverend Sir. The colonial bishops are addressed by their territorial titles like those of England.

Bishops' wives and children have no titles.

Countess. The Right Honorable the Countess of ..... Letters commence, *Madam,* and refer to her as *Your Ladyship.*

Duke. His Grace the Duke of ..... Letters commence, *My Lord Duke;* and he is referred to as *Your Grace.*

Duchess. Her Grace the Duchess of ..... Letters commence, *Madam,* and refer to her as *Your Grace.*

Duke's Daughter. The Right Honorable Lady Mary ....., or less formally, *the Lady Mary .....* Letters commence, *Madam,* and refer to her as *Your Ladyship.* If she is married to a person of inferior rank, her surname only is changed.

Duke's Eldest Son. He uses the second or some other title of his family by courtesy, and he is addressed as if he held the title by law, though in formal documents he is called ....., *Esq.,* commonly called *the Marquis* or *Earl* (as the case may be).

Duke's Younger Son. The Right Honorable Lord John Russell, or less formally, *The Lord John R..... My Lord,* and *Your Lordship.*

Duke's Younger Son's Wife. The Lady John....., unless where she has a title in her own right. *Madam,* and *Your Ladyship.*

Earl. The Right Honorable the Earl of ....., or less formally, *The Earl of ..... .My Lord,* and *Your Lordship.*

Earl's Wife. See Countess.

Earl's Daughter. Like Duke's Daughter (q. v.).

Earl's Eldest Son is addressed as if the title which he holds in courtesy were a title in law.

Earl's Younger Son. Like Baron's Son (q. v.).

Earl's Younger Son's Wife. Like Baron's son's wife, unless of superior rank to her husband.

King. The King's Most Excellent Majesty. Sire, or *Sir,* and *Your Majesty,* or, in less formal notes, thus: *Mr. Pill presents his duty to your Majesty. Most Excellent Majesty,* or *Most Gracious Sovereign,* is allowed. A Queen is addressed as *Madam. May it please Your Majesty* is a polite form.

Knight Bachelor. Like Baronet (q. v.), except that the word *Bart.* is omitted.

Knight Bachelor's Wife. Like Baronet's Wife (q. v.).

Knight of the Garter. K. G. is added to the name or other title of the bearer.

Knight of St. Patrick. K. P. used in the same manner.

Knight of the Thistle. K. T.

Knight of the Bath. If a Knight Grand Cross, *K. G. C. B.;* if a Knight Commander, *K. C. B.*

Knight of the Bath's Wife. Like the wife of a Baronet or Knight Bachelor.

Lord Advocate (of Scotland). The Right Honorable the Lord Advocate, by courtesy; but in official documents he is styled *Her Majesty's Advocate*

for Scotland. Letters ought strictly to commence, *Sir,* not *My Lord,* though the latter mode of address is usual.

Lord Lieutenant (of Ireland). His Excellency the Lord Lieutenant; and letters commence in accordance with his rank in the peerage or otherwise. If a duke, he is styled *His Grace the Lord Lieutenant.*

Lord Mayor. The Right Honorable the Lord Mayor. My Lord and *Your Lordship.* There are only three Lord Mayors—those of London, York, and Dublin.

Lord Provost. The Provost of Edinburgh is *The Right Honorable the Lord Provost;* of Glasgow. *The Honorable the Lord Provost;* of Perth, and of Aberdeen, *The Lord Provost.* There are no other Lord Provosts. Perhaps the distinction in the title of the chief magistrate of the Scottish capital is traceable to his having been always a member of the Privy Council of Scotland, at least since the Revolution.

Lord of Session (in Scotland). The Honorable Lord ..... My Lord, and *Your Lordship.*

Lords of Her Majesty's Treasury. These in their collective capacity are addressed as *The Honorable the Lords Commissioners of Her Majesty's Treasury;* individually they have no title from their connection with the Treasury.

Maid of Honor. The Honorable Miss, and *Madam.*

Marquis. The Most Honorable the Marquis of ....., not *The Most Noble.* Letters commence *My Lord Marquis;* but when personally addressed, he is styled *My Lord,* and *Your Lordship.*

Marchioness. The Most Honorable the Marchioness of ..... Madam, and *Your Ladyship.*

Marquis's Daughter. Like Duke's Daughter (q. v.).

Marquis's Eldest Son. Like Duke's Eldest Son (q. v.).

Marquis's Younger Son. Like Duke's Younger Son (q. .v.).

Mayors. In formal documents, *The Right Worshipful the Mayor of .....;* but in letters simply *The Mayor.*

Members of Parliament. The letters M. P. are added to their usual address.

Officers in the Navy and Army. Their rank in the service if above subalterns, is always prefixed to any other title they may possess, thus: *Captain the Lord John .....*

Prince. His Royal Highness Prince .....; or *His Royal Highness the Duke of .....,* when the Prince is also a Duke. In practice, the initials *H. R. H.* are usually substituted for the words. A letter begins *Sir,* not *My Lord Duke;* and the mode of reference is *Your Royal Highness.*

Princess. Her Royal Highness the Princess ....., or *The Duchess* (as the case may be). *Madam,* and *Your Royal Highness.*

Prince's Wife, though of inferior rank, like a Princess by birth.

Privy Councillor. The Right Honorable John .....

Privy Councillor's Wife and Children have no title.

Queen. The Queen's Most Excellent Majesty. Madam, and *Your Majesty;* or *The Lord John R. ..... presents his duty to your Majesty.*

Viscount. The Right Honorable Lord Viscount ....., or less formally, *The Lord Viscount, My Lord,* and *Your Lordship.*

Viscountess. The Right Honorable the Viscountess, or less formally, *The Viscountess, Madam,* and *Your Ladyship.*

Viscount's Daughter. Like Baron's Daughter (q. v.).

Viscount's Son. Like Baron's Son (q. v.).

Viscount's Son's Wife. Like Baron's Son's Wife (q. v.).

[For the benefit of those who may not know the meaning of the many references *q. v.*, it should be said that this is an abbreviation of *quod vide,* Latin, meaning *which see.*]

144. **FASHIONS IN CARDS AND STATIONERY.** In a general way, it may be said that cards and letters should be such as to agree with the prevailing views of those who determine these conventionalities. As to color, size, type, folding, etc., there is considerable fluctuation, particularly in those formal notes and cards that belong more particularly to social relations. The Army and the Navy also obey rules punctiliously, and these are prescribed with authoritative directions. One in doubt should consult high-class stationers and job-printers. White & Wyckoff, Holyoke, Massachusetts, make a specialty of these matters, and should be addressed by those in doubt, as they issue directions each year. Tiffany & Co., of New York, also make a specialty of these forms. Usually the principal stationers and printing-houses can render such advice as is necessary in these questions. Shapes and sizes of paper, envelopes, and cards are always changing. One year a lady's card gives her address, the next year it is omitted, and she is supposed to write it, when required, and so on. The following principles are fairly established:

145. **CARD FORMS.** A married woman's card should be: *Mrs. William Warren Jones, Bowie Place.* The word *Wednesdays* may be in the left-hand lower corner. It is best to give the husband's middle name. A widow's card (preferably) is: *Mrs. Susan Jones,* although society permits the retention of the husband's name, as explained elsewhere. For an eldest daughter, simply: *Miss Jones.* Younger daughter: *Miss Marie Jones.*

146. **FOR SEVERAL SISTERS:** *The Misses Jones.* A mother calling with her daughters has the option to use the card thus: *Mrs. William Watson Jones, Bowie Place.* Beneath her name may be *The Misses Jones.* For a man's card: *Mr. Deane,* or *Mr. Thomas Wilson Deane.* The only titles allowed on a visiting card are those of the President, Vice-president, ambassadors, justices, officers in the Army and Navy, physicians, and clergymen. Every other professional man and woman—professors, lawyers, judges, etc., retain the simple Mr. *Mr. Justice McKenna* may be engraved

on the card, but the omission of *Mr.* is common. An unwritten law in the Army forbids the use of a title beneath that of captain. *U. S. A.* or *U. S. N.* is put in modest letters in the lower right-hand corner of the card.

Husband and wife no longer use one card with *Mr.* and *Mrs. William Watson Jones* thereon, except for the first year of their married life.

Divorced women's cards are in two forms—either *Mrs. Mary Crusoe,* or she retains her maiden surname but gives it the prefix *Mrs.* If she was *Miss Brown* before she became *Mrs. Crusoe,* this would give the card *Mrs. Mary Brown.* It is an odd custom.

In cards for a debutante the daughter's name is always placed below her mother's, as:

Mrs. Jones.
Miss Jones.

If there is an older sister "in society" the form is:

Mrs. Jones.
Miss Jones.
Miss Elizabeth Jones.

Every lady's card should contain the address of her residence in the lower right-hand corner, in small print. There should also be a residence address on men's cards. If not living at home, this may be a club address. In 1912 a fad having some vogue omits the printed address.

Clergymen often give the name of their church in the lower right-hand corner of the card. This is permissible.

The place for such announcements as "at home" days, as: *Wednesdays in January,* or *first and third Tuesdays,* is proper in the lower left-hand corner of the card.

A married woman's card is larger than a single woman's. A man's card is smaller than either.

147. **CLERGYMEN'S CARDS, SENATORS, AND OTHERS.** Cards of clergymen should run (preferably) *The Reverend Mr. Henry Perkins,* not simply *Reverend Mr.* See title Reverend and Honorable, in general index.

It is never proper for the wives of titled men, Government officers, and so on, to use the title of their husbands in any form whatsoever on their cards.

The title *Honorable* is never used on a card in the United States.

Senator's cards run: *Senator George C. Perkins.*

Representative's cards run: *Julius Kahn, M. C.*

148. **BUREAU OFFICERS.** Federal bureau officers are addressed in conversation as *Mr. Commissioner,* etc. These civil appointees are never addressed as *Honorable.*

149. **FOREIGN DIPLOMATS.** These are addressed, in conversation, as, *Your Excellency.* In correspondence they are addressed *To His Excellency the .....*

150. **MONOGRAMS AND CRESTS.** A woman who employs monograms and crests should never use paper containing either when writing to a tradesman. This is considered the height of impropriety.

151. **POSTAGE INCLOSURES.** Postage should never be inclosed except in a communication of a business character, and then only when a favor is asked or when the answer puts a burden, however slight, on the person addressed.

152. **TITLES ATTAINED IN COURSE.** There is considerable confusion in the field of scholastic titles, as several abbreviations stand for two or more degrees, one, perhaps, for mechanical accomplishments, the other for academic. These will be pointed out further on.

It is said that a large number of authorized degrees are never conferred, for the reason that there is an aversion to multiplying titles. The following are authorized:

Associate of Arts—A. A.
Bachelor of Arts—A. B. or B. A.
Master of Arts—A. M. or M. A.
Bachelor of Commerce—B. C. or B. C. S.
Bachelor of Commercial Science—B. C. or B. C. S.
Bachelor of Classics—B. C.

It will be seen that confusion might result from these initials, as one would be in doubt as to whether the person were a bachelor of commerce or of classics, widely different fields. For this reason it is better to use B. C. S. for commercial science.

Bachelor of the Civil Law—B. C. L.
Bachelor of Divinity—B. D.
Bachelor of Letters—B. L. or Litt. B.
Bachelor of Philosophy—B. P., B. Ph., or Ph. B.
Bachelor of Science—B. S. or B. Sc.
Civil Engineer—C. E.
Master of Surgery—C. M.
Doctor of Civil Law—D. C. L.
Doctor of Divinity—D. D.
Doctor of Literature—D. Litt. or Litt. D.
Doctor of Medicine (Oxford)—D. M.
Doctor of Veterinary Medicine—D. V. M.
Doctor of Science—D. S. or D. Sc.
Electrical Engineer—E. E.
Doctor of Laws—J. D.
Doctor of Civil and Canon Law—J. U. D.
Bachelor of Laws—LL. B.
Doctor of Letters or Humanities—L. H. D.
Doctor of Laws—LL. D.
Master of Laws—LL. M. or M. L.
Bachelor of Medicine—M. B.
Master of Civil Engineering—M. C. E.
Doctor of Medicine—M. D.
Master of Mining Engineering—M. M. E.
Engineer of Mines—E. M. (formerly M. E.).
Mechanical Engineer—M. E.

Bachelor of Music—Mus. B. or M. B.
Doctor of Music—Mus. D. or D. M. Note that this is the same as the Oxford abbreviation for Doctor of Medicine.
Doctor of Philosophy—Ph. D.
Graduate in Pharmacy—Ph. G or Phar. G.
Doctor in Pharmacy—Phar. D.
Veterinary Surgeon—V. S.
Doctor of Divinity (*Sanctae Theologiae Doctor*)—S. T. D.
Doctor of Divinity (*Doctor Theologiae*)—D. T.
Professor of Divinity—S. T. D. (*Sanctae Theologiae Professor*).
Doctor—Dr.
Doctor of Dental Surgery—D. D. S.
Doctor Dental Medicine—D. M. D.
Poet Laureate (England)—P. L.
Bachelor of the Elements—B. E.
Master of the Elements—M. E.
Master of Science—M. S.
Master of the Classics—M. C.
Topographic Engineer—T. E.
Dynamic Engineer—D. E.
Military Engineer—M. E. Note that this abbreviation is the same as for Mechanical Engineer.
Some of these degrees are conferred only by foreign universities, and a number of the large universities confer only a few degrees.

It should be remembered that scholastic degrees are always abbreviated when used in conjunction with the name of the person entitled to them.

In addressing a person, no degrees lower than *Master* or *Doctor* are used. If a person's degree is no higher than that of bachelor, address him simply as *Mr.* or *Esq.*, if a man, and omit the degree following a woman's name. Women's names take the higher degrees, just as do men's.

Persons who have several honorary degrees may be addressed or written of in connection with several of them, as *Alfred Russell Wallace, LL. D., F. R. S.*

Probably less than fourteen of the degrees named in the foregoing list are conferred by any one of the great universities like Harvard and Yale. As said at the outset, many authorized degrees are never granted.

Holders of degrees must not affix them to their names in private correspondence, and many eminent authors, scientists, and others do not use them in connection with their names on title pages of books, and elsewhere. So, many professors do not use the title.

If a scholastic or collegiate title is also a professional one, as M. D., or D. D. S., it may be appended to a signature. Doctors (in practice) are at liberty to advertise their business in this way, as on cards.

If abbreviations seem odd, as in *J. U. D.,* which means *Doctor of Civil and Canon Law,* remember that the letters stand for Latin words, as in J. U. D., which means *Juris Utriusque Doctor.*

Professors are addressed as *Sir:* or *Dear Sir:* except by intimate friends, who call them what they like—*Dear Professor:* or *Dear Tom:*

Presidents of colleges signing degrees (as *D. D., LL. D.*) are sometimes addressed, as in the case of ministers, etc., as *Reverend and Dear Sir:* or simply *Dear Sir:*

The degree always follows the name, as: *Paul Edwards, M. A.; Professor Fred Bishop, Ph. D.; Percy Raymond, Esq., B. Sci.* But the use of degrees is largely confined to the printed page. See Altmaier's *Commercial Correspondence,* page 21, and Westlake's *How to Write Letters,* page 217.

153. **SCHOLASTIC TITLES.** These titles are acquired at the conclusion of a course of study, or by reason of honor, as when a university makes a president, an inventor, an ambassador, or a scientific man a doctor of this or that, even though he may never have taken a regular course at any university. Regular degrees are, of course, bestowed upon those who complete their curriculum in the prescribed way. All such titles and degrees as universities confer last during the life of the recipient.

The title *Reverend* is never regularly conferred, although it is usually classed as a title achieved as the result of a course of training. In strictness, it is not a title at all. See paragraph 88.

President, provost, chancellor, rector, registrar, professor, and master, as titles of service, are supposed to attach primarily to the offices, not to the men holding them. Therefore, when the term of office expires these titles, like most of the other titles in the United States, military and naval titles excepted, are to be dropped. See Keim's *Handbook of Official Etiquette,* and Westlake's *How to Write Letters.*

154. **DOCTORS' TITLES.** One skilled (or presumed to be) and duly licensed to practice medicine, is entitled to be called a doctor. The title is applied to both men and women who have received their degrees at a medical college of standing, or who have been duly recognized by the legal provisions of states, which differ in details. Doctors have many distinctions and refinements of ethical codes. They divide medicine into many branches and schools, and there is much punctiliousness in their compliance with the rules of nomenclature. Like the professorships that are assumed by all sorts of ignorant pretenders, the title *Doctor* has from time to time been assumed

by the men who sell medicine on street corners, remove corns and bunions (even warts), prescribe "dog-biscuits" for lap dogs, minister to the sufferings of horses, or take "wrinkles from the mummified cheeks of old age." In common with legitimate professors, physicians must suffer—and the title *Doctor,* applied to a stranger, may cause us to wonder whether the person introduced as such deals with aching teeth, distempered dogs, women who indulge in "facial treatments," or the feet of over-worked policemen.

A woman physician may be addressed as *Julia Marlowe, M. D.,* or as *Doctor Julia Marlowe,* just as *Doctor Charles Brown* may be addressed with the prefix *Dr.* or with the suffix *M. D.* The usual salutation in a letter to a doctor is *Sir:* which is considered more dignified than *Dear Sir:* If the physician is a friend *Dear Doctor:* is the proper salutation, with such variations as intimacy and taste may suggest. However, an inspection of hundreds of letters to men and women physicians, sent out by druggists, manufacturing chemists, and others, shows that *Dear Doctor* is supplanting the older *Sir:* This may be accounted for, in part, by the fact that these business houses have dealings with the persons addressed, and may be assumed to be on more intimate terms than if total strangers.

A dentist should be addressed as *Doctor Frederick Bliss,* the salutation being, however, *Dear Sir:* He may be addressed as *Frederick Bliss, D. D. S.,* or *D. M. D.,* as the case may be.

Another class of persons whose attainments entitle them to be addressed as *doctors* (in another sense, however than the one under discussion), consists of persons of learning—those who have passed all the degrees of a faculty: as, doctors of laws, of divinity, of philosophy, of science, and so on. The honorary degree (*doctor*), as applied to college presidents, ministers, etc., is equivalent to *master.* This title is often a suffix, as in: *Samuel Sparr Laws, D. D., LL. D.* The title *Doctor,* no matter how acquired, is for life, unless the person acquires a higher title. The rule is, in every relation, that the highest title obliterates all the others.

In England, surgeons are not known as doctors, but their title is *Mr.,* the title of *Dr.* applying to men of medicine, never to surgeons.

155. PROFESSOR. This is a much misunderstood and abused title. It is assumed by the master of black art who brings silk ribbons and live rabbits from the high silk hat borrowed from the village doctor, by the street vender of "pain-killing" oils, by horse-trainers, chiropodists, and all who pretend to be "artists in their line." One of the most bombastic and laughable appropriations of the title *Professor* is seen in cases where contortionists, snake charmers, and so-called eaters of glass and swallowers of molten lead are thus dubbed by "managers." So much has the title been abused that few care to have it prefixed to their honest names. But *Professor* does sometimes come by right and by courtesy. One properly elected to a regular chair or professorship is a professor. To be of any particular value, the election should be held by persons of authority, in an educational institution that possesses a full equipment of departments, facilities, etc. It should be empowered to confer degrees under a legal charter. *The Century Dictionary* says that this title originated in the Italian universities, and that it is the highest title a teacher can receive. It is usually applied to a public

teacher in a university, and comes by formal grant. One may not bestow the title upon himself. It is sometimes given to teachers of secondary branches in secondary schools. At Oxford and Cambridge the main work is done by tutors, the auxiliary by professors.

To give the title *Professor* to dancing-masters, "equilibrists," trapeze performers, jugglers, acrobats, phrenologists, "readers of palms," boxers, etc., is to cheapen it and misuse language. In *Squibob's Book* (or *Phoenixiana*), Lieutenant Derby's professional phrenologist—the *Professor,* of course—sells an elixir for bald heads. In his "professional" capacity the phrenologist had concocted a remedy that caused a hair mat to grow on a stone doorstep, this within a few hours after the "patient" had accidentally spilled the contents at the threshold of his house. This humorous misapplication of the title *Professor* is not more ridiculous than many uses seen in everyday life.

The title *Professor,* in addition to being regularly and properly bestowed as indicated in the foregoing, is sometimes given by courtesy to men who have become noted in any line of scientific research or educational work. Finally, it may be said that of all titles, *Professor* should be used the most sparingly. One applying it should be sure that it will not offend the person to whom it is applied, for if he be not a professor in fact the title makes him appear to be a pretender.

156. **CONVENTIONAL FORMS.** All social, business, and official notes are ruled by the tyrant known as Convention. Sensible men and women often smile when they write notes and letters to strangers, opposing counsel, rivals in trade, or despised opponents in politics—always *dear,* or *my dear, respectfully,* etc. But the forms are imperative, with permissible variations.

Let us rejoice that modernity has brought greater simplicity than characterized the times of our ancestors. In the olden days there was so much of the *obedient servant* form that it palled on the senses, and there was a reaction. Thanks to the great Federal departments, there has been an abolition of *excellencies* and a substitution of *sirs.*

Gavit's *Etiquette of Correspondence* shows that the Oriental spirit exceeds, in hypocrisy and superfluous pretenses of friendship, anything ever known to our ancestors.

A Chinese editor, returning a manuscript (page 175), writes to the author whose production he rejected, in some such vein as this: *Illustrious Brother of the Sun and Moon:* Behold thy servant prostrate at thy feet. I kowtow to thee. * * * Thy honored manuscript has cast its august countenance upon us, and we have read it with rapture. Oh, such pathos, such lofty thought!"

The screed concludes with the asseveration that the publication of such a gem would cause the Emperor to make it the ideal, the standard of literature. As such a treasure could not be equaled in ten thousand years, the editor returns it to prevent the discouragement of authorship, throws himself at the feet of the author once more, and begs him to do what he will with his *humblest of humble and unworthy servants.*

And yet, under analysis, there is somewhat of this bombast, in a veiled way, in the tons of *humble servant* letters that the United States mails carry every day—and the public is powerless to escape the fashion, though time and commercialism are rapidly lopping off the nonsense.

157. **HUSBAND AND WIFE MENTIONED TOGETHER.** In all communications to husband and wife (if the husband has a title) the form is: *Justice and Mrs. Henry Melvin.* The same form is used by newspapers and by writers in general who refer to husband and wife. The forms: *President and Mrs. William Howard Taft; General and Mrs. W. T. Sherman* have long been in vogue. A husband and his wife may be addressed *Dear Sir and Madam.*

158. **SEPARATE SUBJECTS IN LETTERS.** A rule in common use in Federal departments, particularly in the War Department, requires separate subjects to be treated in separate letters or on independent sheets. This is the custom of many business houses, which often file correspondence by topics. Furthermore, if several matters are treated in one letter, delay may result in the filling of orders, etc., where one letter would be passed to sundry persons or departments. If, however, the items are treated on separate sheets, these go to the departments simultaneously.

159. **EX AND FORMER PRECEDING NAMES.** Is it proper to say *Ex-president Roosevelt* or *former President Roosevelt?* Either is correct, although Ambrose Bierce (*Write it Right,* page 26) opposes *Ex* and favors *former.* He cites the archaic English *Sometime President,* though he does not recommend it, and it has been criticized by others as affected and "deucedly English." *The Century Dictionary* says that *Ex,* which means *out of* or *out,* prefixed to names, signifies that the person has held but is now out of that office; as, *ex-president, ex-senator, ex-minister.* Bierce's opinion is entitled to weight, but *Ex* has been used by eminent writers and the public in general for so many generations that former seems affected, or at least strained. See paragraph 168.

160. **NEE IN WOMEN'S NAMES.** It is ridiculous to write that Mrs. Jones (*née* Mary Smith) has done this or that. *Née* Mary Smith means *born* Mary Smith. The woman was born to the name Smith, but Mary came to her at the christening; so we may say née Smith, but not *née* Mary Smith. It is well to avoid the French word *née* altogether. A similar error confuses *name* and *title.* Mr. John Jones was born plain baby Jones, so we can not say, in strictness, that his name is Mr. Jones. His name, to which he was born, is Jones, but his title is *Mr.* This is a fine distinction, but a distinction nevertheless.

It is a safe plan to say a man *named* John Smith, rather than *by the name of* or *of the name of* John Smith. *By the name of* is universally condemned, but *of the name of* is equally superfluous, even if more precise.

161. **HIGHEST TITLE IS USED.** When a person has won the right to use several scholastic, civil, or military titles, the highest or most honorable is to be applied to him in most instances. The others are dropped so long as he is entitled to the use of the highest. An example is seen in the case of General Ulysses S. Grant. During his terms of office he was always *Mr. President,* the highest title in the United States. It would have been ridiculous and erroneous to address him as *General.* When he retired from the office of president the title expired. In writing of him he was called *Ex-president Grant,* but the personal salutation was *General.* Martha Washington addressed the first President of the United States as *Mr. President,* never as *General.* One who becomes a bachelor of laws drops the title (if he ever used it) as soon as he is promoted to doctor of laws. So, when a captain becomes a general he is addressed by the higher title—just as *Scavenger Smith* would become *Mayor Smith* while in office, and *Honorable* Tim Smith for life thereafter. Sometimes, however, custom gives a military man his title, if a high one, while he holds a civil office such as that of mayor or even governor. This is not really the proper nomenclature, but these matters break all bounds.

162. **TITLES NOT USED IN CORRESPONDENCE.** In private correspondence it is considered the height of vulgarity to affix one's title or degree to his name, as if to parade his honors. In official communications the name of the office is affixed as a means of showing that the communication is not only from the man who signs his name, but from him in his official capacity. *Thomas Boyle, commissioner,* is a short and proper form of saying that Thomas Boyle is speaking *as* commissioner. *Frederick Bliss, D. D. S.,* to a class at college, affixed to a letter explaining how to fill a tooth, would be proper. *Asher Goslin, M. D., James Tyler, adjutant general, John P. Cosgrave, managing editor*—these are proper in formal business communications of an official or semi-official character.

163. **MRS. MEANS MISTRESS.** The pronunciation *Misses, or Missus Jones* (for *Mistress,* which is abbreviated

Mrs.) is recorded by lexicographers as either provincial or colloquial. It is so general, however, that it has outrun the limits of a provincialism. We seldom hear any one say *Mistress Mary Jones,* although *Mrs. Mary Jones* is properly pronounced as here given. See *The Century Dictionary.* The title *Mrs.* is correlated to *Mr.* As a title of courtesy or address, *Mrs.* is almost equivalent to *Madam,* formerly and specifically applied to married women, but now used as a form of address for both married and (single) unmarried women, inclusive of widows. *The Century* says that *Miss,* almost universally applied to young women who have never been married, is chiefly colloquial—not a word of literary dignity. Like *Mrs.,* it (*Miss*) is a reduced form of *Mistress.* It corresponds to *Master* as applied to boys. *Mistress* means a woman who has authority or control over a house or other persons, says *The Century.* She is a female head or chief director—*mistress* of a family or of a school. *The Century's* fifth definition (a woman who illicitly occupies the place of a wife) is the sense that has given the word an evil connotation. This is largely responsible for the mispronunciation—*Missis.*

164. **HUSBAND'S TITLE FOR WIFE.** It has long been a mooted question whether a married woman should be addressed by her husband's title, as *Mrs. President W. H. Taft, Mrs. General Nelson A. Miles, Mrs. Mayor McCarthy,* etc.' At the outset it must be confessed that the women never assume derogatory or inferior titles, as *Mrs. Scavenger Smith, Mrs. Dog-catcher Brown, Mrs. Chimney-sweep Jones;* but the female sex is said to have a weakness for brass buttons and high titles, fearing that Mrs. Brown, wife of a general, might be mistaken for the green grocer's wife.

Primarily, the rule forbids the assumption of husbands' titles by their wives, but Washington society has ignored the custom. This is the one place in the United States where there is a profusion of titled men and women, the very spot where military and civic glory might be expected to break all rules and extend its radiance to the wives of the great. Miss A. M. Bille, of Stanford University, writes thus:

"It is never proper to give a woman her husband's title. The custom smacks of cheap notoriety, and all writers on questions of propriety take this view, so far as I have been able to learn.

Instead of writing *Mrs. Doctor Hunter,* write *Mrs. Hunter, wife of Doctor Hunter.* To use a man's title as a descriptive epithet when mentioning his wife is un-American, and seems to unnecessarily emphasize class distinctions which, theoretically at least, we do not recognize. The title is ordinarily used, not because it is necessary for purposes of identification, but because it flatters some women to have their status thus recognized."

In answer to this, Miss Jean Dean writes: "Do not use the husband's title unnecessarily, but if it becomes important to let the reader know that you mean the wife of General Miles, it is neater and better in every way to use the title of her husband than to evade it by a long explanatory phrase, *the wife of General Miles.* The circumlocution betrays false delicacy. Washington society is right. Use the title unblushingly when identification is necessary. Never mind the critics—let them enjoy themselves."

In *The Inland Printer* (January, 1904) Teall says of the forms *Mrs. President Roosevelt, Mrs. Judge Smith, Mrs. Reverend Jones, Mrs. Doctor Hunter:* "I do not know of any authoritative decision, but I do know that the use of these titles has been censured. I know of no reason for objecting to any but *the Mrs. Reverend Jones,* and I can find a reason for the others. *Mrs.* simply means *the wife of,* and no one would object to speaking of the wife of Doctor Hunter. No one, however, speaks (correctly) of *Reverend Jones* without using his Christian name or initials, and *Mrs. Reverend Jones* would not be right. A parenthesis in such a case is rather weak, because it does not show why it is used."

Some authorities have suggested the parenthesis in this way: *Mrs. (Reverend) William Kent.* The reason for the parenthesis is, as in the use of a parenthesis before a woman's name (Miss) Mary Greene—to explain.

On page 187 of his *Desk-book of Errors,* Vizetelly says: "The title or distinction of a husband is not exactly applied to his wife. Never say *the Reverend Mrs. Smith,* or *Mrs. General Brown,* etc."

One who says *the Reverend Mrs. Smith,* meaning the wife of a minister named Smith, may be misunderstood in these days of women preachers, as *the Reverend Anna B. Shaw.* As to the

generals, there may be women generals—as in the Salvation Army.

Keim discusses the title question interestingly in his invaluable and rare *Handbook of Official and Social Etiquette.* He says (page 141): "A custom has grown up and authorized, in the society of Washington, the use of the official title of the husband by the wife, with the prefix *Mrs.,* as: *Mrs. President Garfield, Mrs. Secretary Stanton, Mrs. Commissioner Dana,* and so on through the entire list of titles of official rank. The propriety of such use is doubtful, though it has its advantages in distinguishing the lady in official society, from one of the same name in private life. This designation ordinarily would not be necessary in the case of the more prominent ladies. *Mrs. Johnson, wife of Commissioner Johnson,* would be a better form, when it becomes necessary to make a distinction. The same rule applies to the use by ladies of their husbands' titles of rank or profession, as *Mrs. General Cosgrave, Mrs. Reverend Charles Warde, Mrs. Doctor William Leland,* etc."

White & Wyckoff's little book entitled *Yea and Nay of Correspondence and Social Etiquette* advises that the wife should never be addressed by her husband's title.

Westlake's carefully compiled book *How to Write Letters,* says it is proper for a married woman to take her husband's title. On page 26 the author says: "*Mrs.* may be used to designate the wife if a married man has a professional or literary title prefixed to his name; as, *Mrs. Doctor Baker, Mrs. Secretary Stanton,* etc."

With usage thus divided, and with Washington's strong example in favor of the use of titles one can not err by using the husband's title to designate the wife. It might be said that the unnecessary parading of titles, like every other kind of pretense and show, is to be condemned. The editor of this *work* is inclined to think that Miss Dean has stated the case clearly—that is, the use of the husband's title is a clear, short way to designate status, if such designation is important. In all this discussion it should be borne in mind that marriage does not change a woman's name. See paragraph 97.

Westlake says (*How to Write Letters,* page 211): "*Mrs.* may be used in speaking of or addressing married women, before the

names and titles of their husbands; as, *Mrs. Admiral Porter, Mrs. Senator Sherman, Mrs. General Sheridan.* Objections may be urged against this style of address; but it has the sanction of good usage at the National Capital, and use gives law to etiquette as well as to language."

165. **WIDOWS' NAMES.** As a general rule, a widow drops her husband's name after his death, although social custom decrees that a widow's cards may be engraved as she wrote her name during her husband's life. It is more correct, however, to use her own Christian name, as: *Mrs. Laura Jones, Mrs. Mary Johnson.* See White and Wyckoff's *Yea and Nay of Correspondence* for sanction of the retention of the husband's Christian name, with advice against the custom.

On page 202 of *The Inland Printer* (May, 1900) Teall says it is customary for a widow to use her own name, unless for some special purpose of distinction.

Some authorities suggest the retention of the husband's name, but this seems to be both purposeless and misleading. *Mrs. John Jones* is a name that conveys the idea that the woman is the wife of John Jones. The moment that Jones dies she ceases to be his wife. By continuing her name as *Mrs. John Jones*—if we are to advise widows to so continue the use of their husbands' names—there is at once confusion. We import a double meaning, so that Mrs. John Jones will either mean *wife of* or *was wife of.* As the husband's name is only a courtesy name (See title Women's Courtesy Names, paragraph 97) its retention by a widow is useless, except the surname. *Mrs. Mary Jones* is supposed to be a widow, or she would be addressed as Mrs. John Jones.

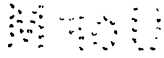
166. **PROFESSIONAL WOMEN'S TITLES.** It is an established custom that a professional woman employs her title in business cards and stationery, as: *Doctor Mary Walker, Reverend Anna B. Shaw.* But in social cards and other matters apart from her vocation she is simply *Miss* or *Mrs.* Mary Walker. Within the last twenty years women have engaged in so many professions that these points have sometimes caused confusion.

167. **HEADS OF CIVIC MOVEMENTS, FIESTAS, ETC.** In community development, civic growth, also inter-

state, and international relations, many temporary organizations come and go, with their noise and glory—Columbian Expositions, Portola Festivals, Land Shows Extraordinary, with so-called congresses devoted to everything from river improvement to apple culture. A cheap man bestows and a cheap man expects the tinsel and distinction of a vainglorious appellative; but a wise custom limits the *honorables* and *graces,* the *majesties* and *highnesses* to as small a field as possible. No really important man wants to be addressed as an *honorable* simply because he chances to lead this or that movement. The sensible citizen who has no title of distinction or courtesy, no scholastic or other variation of name may well be content to be addressed either as *Mr.* or *Esquire.* The appellative *Esquire* belongs to a person of some distinction. See paragraphs 17, 90, and 91. Properly applied to *William Johnson, Esq.,* president of the International Fair of Fairs, whether held at New York or San Francisco, the title is a delicate compliment. To bedazzle the same man with the cheap and improperly applied *Honorable* is the worst taste a correspondent can display.

168. **EXTENDING TITLES AN ERROR.** Often one sees letters addressed to one who was once a judge, a senator, or a governor, as if he were still such, as: *Senator John T. Wilkins; Judge William Carroll; Governor Stanley Kelly.* Friends also salute these persons as if they were still in office. Such titles and salutations are all erroneous, though *Honorable,* as explained elsewhere, lasts for life. See paragraph 159. Hearing a man addressed as *Judge,* one starts the question, Of what court? If *Senator Wilkins* is applied to a man in Tacoma, simply because he was once a senator, then of what value is the same title applied to the incumbent? Call *ex-senators, ex-governors,* and *ex-judges* what they are. Give them the *Honorable* as a proper prefix for life. Use *ex-senator,* etc., when referring to them. In spite of some narrow newspaper rules, *ex* is a proper prefix. See *Century, Standard,* or *Webster's International Dictionary* as to this point.

169. **CANADIAN TITLES.** The Acting Secretary of the Bureau of Provincial Information, Victoria, B. C., furnishes the author of this *Dictionary* the following:



This Bureau should be addressed simply:

The Secretary,
Bureau of Provincial Information,
Victoria, B. C.

The following general directions will give your readers a fair idea of the use of titles in Canada:

(*1.*) In Canada the term *Esquire* is applicable to gentlemen in general. It is more freely used in Canada than in Great Britain. When properly used, it is applied to professional men, retired gentlemen, and those holding important offices without other titles.

(*2.*) The term *Honourable* is applied in Canada only to Ministers of the Crown, both Federal and Provincial, to Senators, Chief Justices, and Judges of the Supreme and Appellate Courts, and to Lieutenant-Governors. In the case of Federal Ministers, Senators and Lieutenant-Governors, the title is retained for all time.

(*3.*) Privy Councillors are termed *Right Honourable.*

(*4.*) The term *His Excellency* is applicable to the Governor General of Canada.

(*5.*) Judges of the County Court are addressed *His Honour.* In the Church of England, Deans are termed *Very Reverend;* Bishops, *Right Reverend;* and Archbishops, *Most Reverend.* The terms used for the Catholic clergy are the same as those used in the United States.

There are also in Canada men who have been created Knights and Baronets by the King. Knights are termed *Sir:* Baronets, *Lord.*

A CYCLOPEDIA QUESTION.

In concluding this discussion, covering many arbitrary customs, the following analysis of a technical question pertaining to the use of the apostrophe, is submitted as an example of the method usually employed by the authors of *Irvine's Cyclopedia of Diction,* the comprehensive work on which this *Dictionary of Titles* depends for its authority:

170. **APOSTROPHE, USE OF IN FIRM NAMES.** ***Rule:*** Use the apostrophe in all cases like Bakers' Restaurant, Drovers' Exchange, and Hatters' Store. The idea of immediate ownership (or possession) need not be apparent to justify the apostrophe, because the thought of origin, etc., is sufficient to call for the apostrophe. Exceptions: In recent years many authors and publishers ignore the apostrophe in these instances, arguing that it is a useless and unsightly mark.

Often one sees such uses as *Sailors Reastaurant, Ladies Parlor, Merchants Bank, Authors Club,* and *Wholesalers Journal,* without the familiar apostrophe, as in *Merchants' Bank.* The omission of the sign of possession in such titles is becoming popular, but there is sometimes a question whether the elision is a scholarly practice, a job printer's shortening to meet space requirements, or a fixed tendency toward error.

Though the use of the apostrophe in the instances cited is not an error, particularly if we extend the meaning of the English possessive case to include some of the meanings of the Greek and Latin genitive, there is, nevertheless, some authority for dropping the apostrophe on the ground that it is both unsightly and superfluous.

For generations the apostrophe has been considered essential in such titles as those under consideration. This may be proved by consulting any of the old grammars and rhetorics, or by appealing to the judgment of schoolmasters and proofreaders of a few decades ago. A search of the works of scholarly writers, excepting a few of recent date, shows that the apostrophe is never elided in such uses as those cited in our examples. The apostrophe will be found, in every sentence of the character of these examples, in the writings of Coleridge, Macaulay, De Quincey, Carlyle, Emerson, Stevenson, and Herbert Spencer. Furthermore, the great book and magazine publishers of thirty or forty years ago invariably used the apostrophe, as do most of the careful publishers of to-day, in titles like *Merchants' Bank.*

Though there is some recent authority for the omission of the apostrophe as a symbol of possession, where the idea of possession is remote, it must be admitted that the elision lacks the sanction of the best usage. Custom has so long demanded the possessive mark that its absence suggests error, particularly because its presence is often required to avoid uncertainty of meaning. For these reasons one who drops the symbol will probably be accused of ignorance by nine readers in ten, and unless great care be used in the elision the reader will now and then wonder whether the name of the

man who founded *Cairns Restaurant* is *Cairn* or *Cairns,* a question that the apostrophe would at once determine. For this reason the apostrophe is needed in most cases where the noun in the possessive case is the name of one person only.

In many instances one will have difficulty in showing that the name in question is used so as to imply either *possession* or *origin,* as in the genitive case. In titles where one must strain a point to justify the sign, it should be omitted. In such cases as *Longfellow's Hiawatha, Taft's platform,* and *Roosevelt's doctrines* we have an illustration of the extension of the sign to other meanings than ownership; so, we have an example of extension in *Authors' Club,* if we prefer to use the apostrophe. As the question stands to-day, the use or elision of the disputed sign is largely a matter of individual choice. Some of the distinctions drawn by those who prefer omission are finical, if not wholly nonsensical.

On page 712 of *The Inland Printer* of March, 1899, F. Horace Teall decides that the apostrophe should be used in cases that imply possession. He says: "The apostrophe is needed in stenographers' pencils, travelers' guides, and like uses. In these instances the words are not used as adjectives but as possessive nouns, and the apostrophe is what makes them possessive in form."

There are those who accept *Merchants National Bank* as correct because *Merchants* is merely the plural form of the noun which here appears in an adjectival or qualifying sense; but Teall concludes that "every time that possession, either actual or potential, is meant, the apostrophe should be used." He cites the instance of the Authors Club, of New York, whose members insist that its name needs no apostrophe because no possession is meant by it. Authors being a plural noun used in an adjectival sense, as, "a club composed of authors," Teall refuses to accept the elision in this example as the correct form.

The editor of the *Cyclopedia of Diction* has referred the question under discussion to a number of eminent professors of English, authors and others. Many of those consulted hold that the possessive form is correct, using this case freely under the extended definition that gives it the genitive meaning of *origin, source,* and some kindred relations. There is a wide scope of meaning in the possessive, ranging from the simple fact of ownership expressed in John's hat blew away to the extension implied in *Tennyson's poems and the Authors' Club.* There seems to be general agreement that the symbol is needed in all cases of either actual or potential possession, even if we discard it in *Authors Club.*

Professor Clarence G. Child, of the Department of English Language and Literature, of the University of Pennsylvania, one of the ablest authorities in the world, to whom we referred the question, says: "I have noticed many omissions of the apostrophe in the titles of organizations, such as the *Authors Club,* which you cite, though no illustration of the general use occurs to me at the moment. One readily finds a nominal excuse for the practice by fabricating a suitable ellipsis—e. g., *Club for Authors,* or what not—but this is not necessary. Cases might readily occur in which it would be convenient to omit the apostrophe, but for which no really justifiable

ellipsis could be suggested. The proper view to take is that such titles are, so to speak, formal semi-units of a particular type, titles in which the apostrophe may be omitted as a great practical convenience, and *without danger of ambiguity,* much as in compounding scientific terms part of an element may be dropped, as in *chloroform,* for chloraloform. There is no particular sanctity about the apostrophe. In fact it can hardly be said to be sufficiently useful to justify its extreme ugliness from the typographic point. No great loss would be sustained were it abolished altogether."

Ambrose Bierce, eminent author, editor, and critic, gives the following reply to the question that presented itself in the *Authors Club* example: "I agree that without the apostrophe the word *Authors* is merely adjectival, with no reference to possession. This Club, with any kind of membership, might, for example, be named in honor of authors."

Miss A. M. Bille, of the Department of English, Stanford University, contributes the following to the discussion: "Whether the apostrophe should be used in the title of such corporations as the *Merchants and Mechanics Bank* and the *Farmers Loan and Trust Company* depends upon whether the founders used it in the name adopted in their articles of incorporation. In general it should be used when it is needed to show a true possessive. For instance, it should not be used in *Ladies Dressing-room,* because the dressing-room is *for* ladies, not *of* them. If *Teachers College* is *for* teachers, it should not take the apostrophe, but if it is a college *of* teachers, the apostrophe is needed. On this point, however, usage varies. Smith, *Proofreading and Punctuation,* page 134, says: 'In such titles as *Farmers National Bank, Adams Express Company, Teachers College, Ladies Dressing-room,* some publishers regard the first word of the title as an adjective, and write it without the apostrophe; others retain the sign of the possessive case.'

"In such compounds as *birdseye, heartsease,* etc., the apostrophe is omitted, and the compound is written as one word, as *a birdseye view.*"

For a further discussion of the apostrophe, see Smith, *Proofreading and Punctuation,* page 134, De Vinne, *Correct Composition,* pages 283-286.

In Irvine's *Magazine Style-Code,* a codification of the Century Company's (De Vinne) system of typography, the following rule is given regarding the omission of the apostrophe in certain cases:

"*Mida's Criterion,* a magazine, and *Dean's Landing,* a ferry, probably need the apostrophe as a sign of possession, but when referred to as *Midas* and *Deans,* the apostrophe is useless, and should be omitted. *Harper's Ferry,* but only *Harpers* when used in the curtailed form of the Ferry, meaning *Harper's Ferry.* See De Vinne's *Correct Composition,* page 284."

The author of the *Code* soon discovered that few writers accept the principle announced, and editors continue to write *McClure's, Ainslee's, Everybody's,* and so forth, instead of *McClures, Everybodys, Ainslees.* However, the principle announced is deemed sound. The reason for the rule is that all such words are really synonymous of longer forms, and the curtailed name is a new creation that needs no apostrophe. Mr. De Vinne and the *Century Magazine* are doubtless sufficient authority for this use, particularly in ordinary composition. A writer need not hesitate to omit the apostrophe

in cases like *Deans* and *Midas,* even in critical literary work. The omission of the apostrophe where a new word or synonym is thus created is different from the case of the *Merchants' Bank.* The same rule should be invoked if the *Bank* were called the *Merchants,* dropping the word *Bank* from the title.

This point is explained by Theodore Low De Vinne in a letter to the author of the *Cyclopedia.* He says:

"*Harrison's Landing,* with an apostrophe, is right. *Harrisons* alone needs no apostrophe. If any one will study any modern map or geography he will see the proper name of many places with a final ess and without an apostrophe, which is out of place when a new word is thus created. This rule can be safely observed: *Use the apostrophe only when it is followed by a noun that supplements possession.* Nor is it always needed *in a proper name that indirectly implies possession.* In commercial printing, as in the *Farmers Bank,* the apostrophe is wisely omitted."

Recurring to the instances first cited—*Authors Club, Sailors Restaurant,* and so on—the reader will see that the discussion indicates the perplexities and niceties of a mooted question, as analyzed by recognized authorities. There are a number of scholarly authors and critical proofreaders whose judgment rejects the reasoning that would retain the apostrophe, but they continue to use it because they consider that its omission lacks the sanction of custom, and leaves any composition from which it is omitted open to needless criticism. As in some other cases superfluities and even gross errors—if it be held an error to use the apostrophe—become firmly rooted, even idiomatic, through long usage. It requires some courage to stand in the ranks of those who believe in simplified spelling or simplified typographical forms. This discussion is an excellent example of the evolution of phrases. New uses of words and expressions are object-lessons indicative that languages are both vital and flexible, changing with the growth of society. Obsolescence is a factor in language, as in business.

Commenting on the foregoing, which he saw in the proof sheets, Mr. Teall says: "Most prominent among the words where the apostrophe is questioned have been such phrases as five days' travel and names like *Authors Club, Merchants Bank,* etc., and I seem to have been misunderstood especially as to these names. Now it happens that the names *Authors Club* and *Citizens Union* are so written by the persons presumably best qualified to give them the best form, and that these persons have insisted that the names be written without an apostrophe; and because I have said that their insistence in these cases is final, it has been assumed that these forms had my approval. As a matter of fact, they are not approved by me as being grammatical or reasonable. I consider them as positively ungrammatical and unreasonable, and am sure that every possible correct reasoning demands the use of the apostrophe. Were the form of such names left to my decision, they would be *Authors' Club, Citizens' Union,* etc. But they are not left to my decision, and must be printed erroneously (this meaning that I consider them grammatically erroneous), simply because their sponsors have chosen and insist upon the erroneous form. At least once the assertion has been printed that 'Teall accepts *Authors Club* as the correct form,' and it seems worth while to tell just why I accept it and to repeat that I do not admit that it is grammatically correct. All sorts of opinions seem to be

held by teachers on this subject, and a few are worth repeating, if only to show how far wrong a teacher may be. One has expressed her opinion thus: 'Whether the apostrophe should be used in the title of such corporations as the *Merchants and Mechanics Bank* and the *Farmers Loan and Trust Company* depends upon whether the founders used it in the name adopted in their articles of incorporation. In general it should be used when it is needed to show a true possessive. For instance, it should not be used in ladies dressing-room, because the dressing-room is *for* ladies, not *of* them.' This last sentence is as wrong as anything could be. Ladies' dressing-room is the correct form, and the sense is more truly that of a possessive than it is anything else. There are many phrases just like it in which everybody uses the apostrophe, as children's shoes, which are shoes for children until the children possess them, and when possessed by the children are shoes of children. So also the room is for ladies only until the ladies use it, and then it is of them, in the sense of being possessed by them; and, as the latter is the real intent of the term, its true purport demands the possessive form, ladies'. About the worst that could be said on this subject has been said, by more than one person who should know better. For instance, a professor in a university is quoted as writing: 'There is no particular sanctity about the apostrophe. In fact, it can hardly be said to be sufficiently useful to justify its extreme ugliness from the typographic point. No great loss would be sustained were it abolished altogether.' On the contrary, comparatively few people think it has any ugliness, and I am not one of them. In its own appropriate place it is very sightly, because it is so useful. It still remains a fact that the correct way to write possessives is with an apostrophe."

To the foregoing discussion we add the remarks of the editor of the *National Printer-Journalist,* a publication that favors the retention of the apostrophe, as will be seen in its lucid presentation, as follows:

One often hears—and somtimes sees in print—discussions as to the propriety of omitting or inserting the apostrophe in such names as American Type Founders' Company, Authors' Club, Merchants' National Bank, Proofreaders' Society, etc. Those who would eliminate it argue that the companies, clubs, etc., are not owned or possessed by the typefounders, the authors, etc., and, therefore, the sign of the possessive case should be omitted. The advocates of the use of the apostrophe might claim, with reason, that in this case the terms are used as adjectives; and, as we have no plural adjectives in English, the names should then read, American Type Founder Company, the Author Club, Merchant National Bank, etc. This would seem a pretty strong argument against the claims of the non-users.

Goold Brown, in his famous *Grammar of English Grammars,* says "the possessive case is that form or state of a noun or pronoun which usually denotes the relation of property, as, the boy's hat; my hat." Farther on, he says: "The English possessive case unquestionably originated in that form of the Saxon genitive which terminates in *es,* examples of which may be found in almost any specimen of the Saxon tongue, as *On Herodes dagum, In Herod's days; Of Aarones dohtrum, Of Aaron's daughters.* This ending

was sometimes the same as that of the plural, and both were changed to *is* or *ys* before they became what we now find them. * * * The application of the 's, frequently to feminines and sometimes to plurals, is proof positive that it is not a contraction of the pronoun his."

In the Saxon, as will be seen from the foregoing, and in the Latin, as everyone having even a smattering of that language knows, there was a genitive case, having among its meaning one corresponding to our possessive case. It also signified *of,* denoting either possession or source—origin—as musa, nominative, musæ, genitive, *of the muse.*

Turning to the *Century Dictionary,* we find genitive defined as an adjective as follows: "In grammar, pertaining to or indicating origin, source, possession and the like; an epithet applied to a case in the declension of nouns, adjectives, pronouns, etc., which in the English is called the possessive case, or to the relation expressed by such a case, as *patris, of a father, a father's,* is the genitive case of the Latin noun pater, a father." As a noun, the *Century* thus defines genitive: "In Grammar, a case in the declension of nouns, adjectives, pronouns, etc., expressing in the widest sense a relation of appurtenance between one thing and another, an adjectival relation of one noun to another, or more specifically source, origin, possession and the like; in English grammar, the possessive case."

From this one can easily infer that our English possessive case may denote more than mere possession or ownership; it may also mean source or origin. So the meaning of *American Type Founders' Company* would be the *American Company of Typefounders;* of the *Authors' Club,* the *Club of Authors.* As we have no other single sign to denote possession, source or origin, we believe that the apostrophe is essential in the names we have cited.

Without wishing to be uncharitable, one may believe that the omission of the apostrophe in the names of corporations, associations, etc., was a mere fad, started by someone who wished to convey the idea that the body thus named was not actually owned by the people whose name appeared therein. As an example of this we may cite the Merchants' Loan and Trust Company, of Chicago—originally formed, we believe, chiefly of merchants doing business on Lake street. As the character of its stockholders has changed, and they now comprise not only merchants, but men in all lines of business and professional life, so the apostrophe has been eliminated, and the name is incorrectly printed "The Merchants Loan and Trust Company."

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